

# CAJON VALLEY UNION SCHOOL DISTRICT

## PERSONNEL COMMISSION

### CLASS

#### BASIC FUNCTION:

Under the direction of the Director, Long Range Planning, perform operations a variety of specialized duties involve data collection, maintenance, processing, analysis, interpretation and reporting of statistical data related to school facilities planning, computer to input data, create queries, extract and manipulate information, produce a variety of computerized data, reports, maps and projections, coordinate data and information, assure integrity of data and information, oversee the processing of student transfers and overflow placement.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in data research, collection, processing, analysis, interpretation and reporting of data on school facilities planning, enrollment projections, demographics and other assigned areas. Prepare, maintain and update statistical data and information, assure integrity of data and information.

Input, extract and update a variety of data and information in assigned computer systems; create queries, extract and manipulate information, generate links to data and maps and presentations to use in projects, studies and analysis of input and output data; maintain and update demographic and geographic databases.

Participate in planning and conducting research and statistical analysis of school enrollment and methods of statistical data collection, analysis and presentation for assigned projects; analyze student enrollment to generate straight-line and growth projections over a period of years.

Collect, verify, input, verify, record and reconcile bank deposits, reconcile and balance related accounts; needs assessment; provide interpretation of statistical information to school officials; ensure accuracy.

Provide statistical information and data to school officials; provide information on demographics, facilities planning, boundaries, mapmaking, facilities, financial matters and legislative matters and procedures.

Research, review and analyze data and information related to school facilities planning, student transfers, residential housing developments, population and historical educational trends and student enrollment; provide information and data to school officials; ensure accuracy.

Oversee the processing of student transfers and overflow placement; coordinate information between school districts regarding student transfers and overflow placement; provide information to school districts and parents regarding student transfers and overflow placement; provide appropriate review of facilities planning and data.

Provide technical assistance and support to District staff in planning, student enrollment, student allocation functions, respond to inquiries on issues, legislative laws, and regulations.

Prepare and maintain various data, records, facilities fees, agreements, business developments, historical trends, over-demographics, boundary adjustments, current and projected facilities and properties, capacity, population and enrollment projections.

Prepare, print, distribute, and process and evaluation paperwork related to student enrollment fees and other assigned functions; review materials for accuracy and completeness; make corrections as needed.

Review, interpret, evaluate, and provide recommendations concerning the implementation of guidelines, enrollment projections, facilities fees and other assigned functions.

Monitor and evaluate District facilities response to long-range enrollment projections; research and provide technical information and recommendations concerning facilities needs.

Maintain and update Secured Agreements and Public Schools Indenture and residential zoning developers; research and appropriate fees from developers with agreements; advise administrators regarding release of properties as needed.

Participate in a variety of surveys and related research and data analysis activities; review, analyze, arrange and report data according to project, survey and study specifications, needs and requirements.

Communicate with District personnel information and issues of concern.

Operate a computerized system as a vehicle to conduct work.

Assure mandated reports are submitted to appropriate personnel in accordance with established time limits and requirements.

Prepare and disseminate information for use by various District staff.

Maintain information, school boundary maps, site information, and school facilities fees.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to assist in business and industry compliance with applicable state and federal requirements as appropriate.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE SKILLS ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, procedures and interpretation and reporting of statistical data.

General standards, requirements, issues, practices and long-range school facilities planning, student enrollment, student transfers, overflow placements, facilities for school boundary.

Terminology, practices and procedures used in projection methods for birth, population, housing and enrollment trends.

Data control procedures and data entry operations.

Computerized data and reporting functions.

Principles, methods and applicable laws, codes, regulations, generic data control procedures and data entry operations.

Report writing and statistical correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and oral and written communication skills.

Policies.

Statistical and mathematics.

**ABILITY TO:**

Perform a variety of specialized duties involving interpretation of demographic and other data.

Utilize a computer to extract and monitor data and produce a variety of computerized data, records, maps, presentations and reports.

Oversee and analyze student enrollment to generate student and growth projections over 5-10 year period.

Review, interpret, evaluate and provide recommendations concerning the implementation of guidelines, policies and procedures.

Assemble, organize and prepare data for records and reports.

Verify and assist in the preparation and reports.

Typeset and format reports.

Interpret findings and make recommendations.

