

EDUCATION ANALYST**Duties and Responsibilities**

This class of positions encompasses professional and/or administrative work of varying degrees of difficulty and responsibility in the preparation and administration of budgets of the Board of Education of the City of New York; in the preparation and conduct of administrative, procedural and operational studies and analyses concerning organization and operations of the Board of Education of the City of New York; and in personnel administration in a central headquarters or a community school district in the Board of Education of the City of New York. There are two Assignment Levels within this class of positions. All personnel perform related work and, during the temporary absence of the supervisor, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with some latitude for independent initiative and judgment, performs professional and/or administrative work of ordinary difficulty and responsibility in the Board of Education in the preparation and administration of budgets and the conduct of economic research and studies; in the preparation and conduct of management studies and surveys or administrative, procedural and operational analyses and in the evaluation of organizational structures, policies, programs, projects, procedures and operations, using quantitative analysis, cost analysis and other research techniques; and in personnel administration; may supervise and train less experienced staff. Utilizes computers in the performance of these duties.

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EDUCATION ANALYST (continued)Assignment Level I (continued)Examples of Typical Tasks

In the area of budgeting, participates in the preparation and administration of instructional and school support budget modules, and in the evaluation of expenditures for instructional materials, supplies, books, etc., from schools within the districts; prepares analyses of program expenditure options in designated areas; monitors expenditures; identifies, analyzes and prepares reports on variances between planned and actual expenditures; prepares and monitors the progress of budget modifications; prepares summary reports on expenditures; assists in the preparation of monthly and cumulative expenditure and revenue reports; collects, organizes, analyzes, interprets and presents data relative to economic problems of the agency.

In the area of organizational research, conducts educationally oriented management and policy studies of importance to the Board of Education in the areas of school management or education, planning and policy development; conducts surveys and studies; collects and analyzes data on agency operations; analyzes organizational structures, operational and accounting systems, procedures, programs, utilization of electronic data processing, machines and equipment, forms, records management systems, performance standards and manpower requirements; prepares comprehensive reports of findings with recommendations for improved efficiency; installs methods, systems, forms or procedures; prepares, maintains and revises systems and procedure manuals; designs forms; prepares charts, graphs and other related material; prepares periodic reports on agency programs.

EDUCATION ANALYSIS OCCUPATIONAL GROUP [304]**EDUCATION ANALYST** (continued)**Assignment Level I** (continued)**Examples of Typical Tasks** (continued)

In the area of personnel administration, plans and coordinates agency personnel administration activities for supervisory and non-supervisory pedagogical personnel, paraprofessional personnel, and support personnel performing school related functions, including personnel relations, performance evaluation, workforce planning and other related activities; plans, develops and implements recruitment programs; prepares materials for recruitment purposes and participates in recruitment and hiring activities; performs professional technical work in the development of proposals for changes in the agency's title structure and position descriptions; collects and analyzes data related to personnel management and staffing and makes recommendations as required; maintains liaison with or coordinates various agency personnel programs, including occupational safety programs, employee blood program, health insurance programs, and other related personnel programs; establishes employee orientation programs; prepares manuals and other publications as required; in addition to the above, may participate in budget analyses, staff development or labor relations activities.

Assignment Level II (See Special Note under Requirements)

Under general supervision, with latitude for independent initiative and judgment, performs professional and/or administrative work of more than ordinary difficulty and responsibility in the Board of Education in the preparation and administration of budgets or the conduct of economic research and studies; in the preparation and conduct of management studies and surveys or administrative, procedural and operational analyses and in the evaluation of organizational structures, policies, programs, projects, procedures and operations, using quantitative analysis, cost analysis and other research techniques; and in personnel administration; may supervise and train staff; may serve as personnel officer. Utilizes computers in the performance of these duties.

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EDUCATION ANALYST (continued)Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, fiscal management; or in a related area.

SPECIAL NOTE:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Direct Lines of Promotion

From: Education Analyst
Trainee (12750)

To: Associate Education
Analyst (12629)