OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

November 16, 2011

Legislative File	
File ID Number:	11-2908
Introduction Date:	11/7/11
Enactment Number:	11-2456
Enactment Date:	11-16-11
By:	

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Creation of a Classified Management Position – Research, Assessment and Data Department

ACTION REQUESTED
Approval by the Board of Education of Resolution No. 1112-0072 – Creation of a Classified Management position in the Research, Assessment and Data Department.

DISCUSSION
The Superintendent's Five Year Strategic Plan necessitates the need for a Statistician position in building a Full Service Community School District. Predictive and early warning data analyses, motion charts, the Healthy Kids, Healthy Oakland data framework, and outlier analyses all require advanced statistical techniques such as regression, survey sampling and probability theory; currently, no position with this expertise exists within the District. To better enable the District to implement the goals of the Strategic Plan, the essential functions of the Statistician position have been designed to summarize, streamline, and collect large data sets within the District and with external partners as well as use applied statistical modeling to address inequities and to extend best practices.

Research, Assessment and Data Department
Create*
Position Title/FTE
Statistician (1.0 FTE)
Salary Schedule/Range
Salary Schedule: ADCL
Range 16: $74,540 - $95,141
12 months, 261 days, 7.5 hours

A Meet and Confer has been conducted with the appropriate bargaining unit.

BUDGET IMPACT
This position will be funded by General Purpose funds.

*The elimination of 2.0 FTE for Service Team Assistant II positions during the 2010 classified layoffs for the 2011-2012 fiscal year allowed the RAD Department the opportunity to redirect their funds to created the much needed position of Statistician.

RECOMMENDATION
Approval by the Board of Education of Resolution No. 1112-0072 – Creation of a Classified Management position in the Research, Assessment and Data Department.

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RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0072
- Creation of a Classified Management Position in the Research, Assessment and Data Department -
Create
- Statistician -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, This position aligns with the Superintendent's priority of community-based schools and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the Creation of the Classified Management Position - Statistician - attached hereto and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., November 17, 2011:

Research, Assessment and Data Department
Create*
Position Title/FTE
Statistician (1.0 FTE)
Salary Schedule/Range
Salary Schedule: ADCL
Range 16: $74,540 - $95,141
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*The elimination of 2.0 FTE Service Team Assistant II positions during the 2011 classified layoffs for the 2011-2012 fiscal year allowed the RAD Department the opportunity to redirect their funds to create the much needed position of Statistician.

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Statistician.

Passed by the following vote:

AYES:	David Kakishiba, Gary Yee, Noel Gallo, Christopher Dobbins, Alice Spearman, Vice President Jumoke Hinton Hodge and President Jody London
NOES:	None
ABSTAINED:	None
ABSENT:	None

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held November 16, 2011.

Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

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Position Description

TITLE:	**Statistician**	**REPORTS TO:**	**Assigned Supervisor**
DEPARTMENT:	**Research, Assessment and Data**	**CLASSIFICATION:**	**Classified Management**
FLSA:	**Exempt**	**WORK YEAR/HOURS**	**261 days/7.5 hours (FT) or as assigned**
ISSUED:	**Created: November 2011**	**SALARY GRADE:**	**ADCL 16**

BASIC FUNCTION: Develop advanced statistical models to collect, organize, and analyze large data sets to report on quantitative data related to District research and evaluation.

E = Essential Functions

Provide leadership for the data support team in the collection of data for research-based projects including determining the types of data and samples to be used and collection, organization, and processing of data sets utilizing advanced statistical modeling. ***E***

Oversee the preparation of large data sets by processing and organizing information, validating data quality, and adjusting and weighting raw data. ***E***

Collaborate with internal and external parties to identify, research, develop, and determine appropriate statistical models, methods, and data to be used for research-based data collection. ***E***

Apply scientific techniques and methodology to determine relationships and trends in data; report results of the statistical analysis in various formats. ***E***

Design appropriate research based evaluations utilizing sampling techniques and analytical methods in order to inform district goals and priorities. ***E***

Evaluate statistical methods and processes to ensure the validity, applicability, efficiency, and accuracy of data. ***E***

Provide detailed information in various accessible formats to internal and external parties on the status of statistical models, analyses and findings, and data limitations. ***E***

Present and interpret results and findings to audiences with diverse levels of statistical knowledge and understanding. ***E***

Research and examine new statistical methodology to identify new mathematical basis for improved methods of obtaining and evaluating numerical data. ***E***

Attend and participate in required District meetings. ***E***

May supervise assigned staff. ***E***

Perform related duties as assigned.

MINIMUM QUALIFICATIONS
TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a master's degree in statistics, applied statistics, psychometrics or a related field and three years experience working with advanced statistical techniques.

Experience working in an education related field preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES
KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures governing workscope

Item Response Theory

Statistical concepts such as OLS and logistic regression, HLM, and GLM

Statistical analysis techniques such as time-series analysis, regression discontinuity, and propensity score matching

Statistical analysis tools such as SAS, SPSS, STATA

Research methods, report writing, and record-keeping techniques

Presentation, communication, and public speaking techniques

Correct English usage, grammar, spelling, and punctuation

Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, and courtesy

Database and statistical software

Computer software, hardware, and related technology

ABILITY TO:

Interpret and implement applicable laws, codes, policies, procedures, and District regulations governing workscope

Maintain current knowledge of new developments and research in the field

Communicate effectively in English orally and in writing

Understand and follow oral and written directions

Assess needs and develop plans with appropriate action steps and timelines

Communicate effectively using tact, patience, and courtesy to understand and respond to the needs and expectations of customers

Analyze situations accurately and adopt effective course of action

Plan and organize work to meet internal and customer established timelines and deadlines

Attention to detail

Maintain accurate and confidential records

Manage multiple projects simultaneously

Work independently

Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities

Prepare and deliver clear and concise presentations to a variety of audiences

Provide work direction and guidance to assigned personnel

WORKING CONDITIONS
ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work; constant interruptions

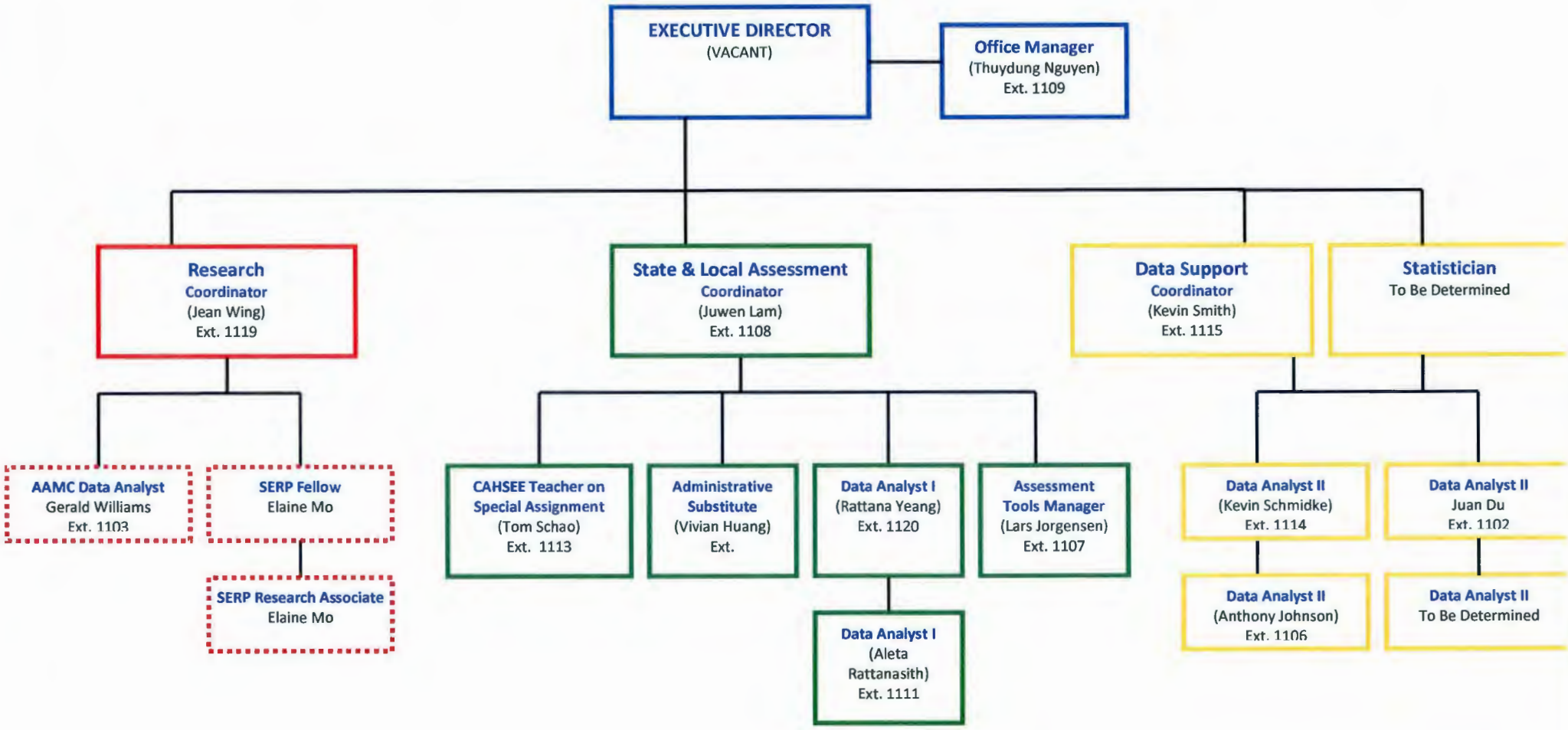
PHYSICAL REQUIREMENTS:
Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

RAD
Research, Assessment & Data

Department of Research, Assessment and Data (RAD)
11-12 Organizational Chart



Dotted Box indicates interdepartmental employees (individuals sitting within RAD from other departments)