

DIRECTOR, INDEPENDENT ANALYSIS UNIT  
(Staff Assistant to Board Member IX)

DEFINITION

Directs the work of the Independent Analysis Unit (IAU).

TYPICAL DUTIES

Assists the Board of Education in developing and establishing short and long range goals and establishing priorities.

Designs and executes evaluation and research strategies to assist the Board in the determination of goals and priorities.

Assists the Board of Education by providing comprehensive research and analysis of information prior to approval and implementation.

Designs and directs the evaluation of initiatives after implementation.

Directs an independent review of District initiatives, proposals, reports, budget, and current practices and policies on behalf of the Board of Education.

Presents analyses and evaluations of current and proposed practices and policies of the District.

Reviews how the practices and policies are reflected in the budget and their cost effectiveness.

Recommends changes to the budget to maximize cost-effective operations and services and educational programs.

Creates an Annual Work Plan for the Unit which outlines the planned work that the IAU will undertake and prepares quarterly reports to update the Board of Education on the execution of the Annual Work Plan; reviews any changes to the plan; and formally presents findings of the work to the Board of Education.

Liaises in matters pertaining to the Unit's activities between the Board of Education, the Superintendent, organizational units of the District, community individuals and agencies, and committees to promote better policies and practices.

Makes recommendations to the Board of Education on the selection of personnel for the Unit.

Directs and guides personnel in the implementation of the Unit's activities.

Monitors the Unit's activities to achieve Unit goals within the budget as determined by the Board of Education.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Independent Analysis Unit directs the independent analysis of the District's budget, current and proposed policies, practices and Board initiatives, and reports and makes recommendations to the Board of Education in order to increase understanding of issues and to suggest options to maximize return on investment for the District.

The Executive Officer of the Board of Education plans and directs the functions of the Board Secretariat, assists the Superintendent and Board Members in the conduct of meetings of the Board of Education and its committees, and provides administrative assistance to members of the Board of Education.

## SUPERVISION

Administrative direction is received from the Executive Officer of the Board of Education. General supervision is received from the Board of Education. Supervision is exercised over employees assigned to the Independent Analysis Unit.

## CLASS QUALIFICATIONS

### Knowledge of:

Laws and regulations pertaining to educational policies and practices and school finance  
Principles and practices of public administration, particularly as related to organization and management, planning, research, and budget  
Research methodologies and analysis techniques  
Statistical analysis and methodologies  
Collective bargaining agreements  
Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies  
District structure, culture, policies, and practices  
Supervisory principles and practices

### Ability to:

Formulate and express ideas effectively in both written and oral forms with all levels of management and stakeholders  
Design and direct complex, multi-disciplinary research and evaluation projects  
Gather, analyze and interpret complex data  
Analyze complex problems and exercise sound judgment in developing and planning the implementation of effective and efficient solutions and alternatives  
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations  
Deal tactfully and effectively with officials, administrators, and the public  
Prepare reports involving summaries and analysis of information and the basis for findings and recommendations.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business administration, public administration, education, or a related field. A graduate degree in one of the areas listed above is preferable.

### Experience:

Five years of professional-level experience analyzing programs, policies, and operations. Supervisory experience is preferable.

## SPECIAL NOTES

1. Exempt from overtime.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
3. Incumbent is employed under the provisions of the California Education Code, Section 45112.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

08-08-16

KG/PJO