

Data Analyst II - Research Assessment and Data (RAD) (2025-26)

Oakland Unified School District
Research Assessment & Data - Oakland, California [Open in Google Maps](#)

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Job Details

Job ID: 5193564
Application Deadline: Dec 30, 2025 11:59 PM (Pacific Standard Time)
Re-Posted: Jun 3, 2025
Starting Date: Immediately

Job Description

Ref. 1716

The District and SEIU 1021 are working together to create promotional opportunities for existing staff, therefore this job posting is available for five (5) days for internal candidates based on our collective bargaining agreement.

TITLE:	Data Analyst II	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Research and Assessment	CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR/ HOURS	261 days/7.5 hours
ISSUED:	Created: December 2008	SALARY GRADE:	II WTCL 57

BASIC FUNCTION: Perform a variety of technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; assist with data analysis and support activities including implementation of studies and analyses; analyze, program and modify database management systems; independently plan and report on a variety of highly complex statistical research projects.

DISTINGUISHING CHARACTERISTICS:

Data Analyst I performs entry to intermediate level duties under direct supervision.

Data Analyst II performs complex advanced level duties with minimal supervision.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to reflect the principal job elements accurately.)

E = Essential Functions

Respond to and fulfill data requests from school sites and District administrators as directed and provide follow-up and subsequent support as requested. *E*

Compile and process information from a variety of sources including the District's data systems and external data systems to fulfill requests. *E*

Review research reports prepared utilizing District data. *E*

Work with the District's technical staff to obtain, maintain, clean, and process data retrieved from the student information system, data contained on the District's data portal, human resources data, and other relevant facts. *E*

Focus on customer service and provide results-oriented, time-saving value to customers. *E*

Serve as trusted resource to District administrators and facilitate communication throughout the District. *E*

Provide training on data analysis, data systems and appropriate use of data to District staff. *E*

Identify and communicate information to sites and departments. *E*

Develop, edit, and report District assessment data. *E*

Develop response sheets and reports using the assessment management system. *E*

Document and distribute information regarding data inconsistencies, errors and changes in variable definitions or coding that are discovered in the course of completing requests and communicate data deficiencies with Technical Services, RA&A staff and data requestors, as appropriate. *E (II only)*

Provide technical advice on data analysis and research methodologies as needed. *E (II only)*

Develop, design and write necessary programs and documentation for database systems and determine appropriate content and format of data to support report design. *E (II only)*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Data Analyst I: Any combination of education, training and/or experience equivalent to: bachelor's degree and two years of training or experience in research, analysis and report preparation.

Data Analyst II: Any combination of education, training and/or experience equivalent to: bachelor's degree and four years of training or experience in research, analysis and report preparation.

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:

Technical data support services

Research techniques

Correct English usage, grammar, spelling, and punctuation

Interpersonal skills using tact, patience and courtesy

Good communication skills and techniques

District policies, applicable sections of the State Education Code and other laws and regulations

Collection and organization of information including electronic data

Methods to interpret apply and explain rules, regulations, policies, and procedures

Computer software, hardware, and related technology

Database and statistical software (II only)

ABILITY TO:

Perform a variety of technical duties involving specialized knowledge and independent judgment

Prioritize responsibilities to provide timely support to schools and departments in using a broad range of tools and other applications

Communicate clearly

Understand and interpret District and other rules, policies and procedures

Understand and follow oral and written directions in English

Work independently

Work with computer software, hardware, and related technology

Meet schedules and time lines

Maintain records

Analyze situations accurately and take appropriate action

Work cooperatively with others

Complete work accurately despite many interruptions

Organize, coordinate and prioritize a large volume of activities, programs and services

Present professional development programs and techniques

Prepare comprehensive narrative and statistical reports (II only)

WORKING CONDITIONS

ENVIRONMENT:

Office environment; fast-paced work, traveling to conduct District business, constant interruptions

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting moderately heavy objects.

NON-DISCRIMINATION POLICY

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Position Type: Full-Time

Salary: \$43.53 to \$58.30 Per Hour

Job Categories:

State-level Positions > Analyst

Job Requirements

Contact Information

Thuydung Nguyen , Business Manager

Research Assessment & Data

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Map

The content you submit, offer, contribute, attach, post, or display (each a "Submission") will be viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.