



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 West Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

PROGRAM ANALYST

DEFINITION

Under the direction and supervision of the Chief Business Officer, perform complex duties requiring analysis and independent sound judgment related to data gathering, report preparation, special projects, and other tasks as assigned. This is a classified confidential position.

EXAMPLES OF DUTIES

1. Gather and analyze data and submit annual Perkins application.
2. Coordinate, collect, analyze and submit data for annual Perkins reports.
3. Maintain all aspects of the Carl D. Perkins CTE Grant.
4. Maintain ongoing communication with State consultant and consortium LEA's.
5. Maintain ESGVROP/TC secondary and post-secondary master class schedule.
6. Collaborate with attendance staff regarding the development and maintenance of attendance procedures and timelines.
7. Analyze data for organizational reports.
8. Assist with the organization and documentation of Business Advisory Committee meetings.
9. Maintain Student and Exchange Visitor Information System (SEVIS).
10. Respond to questions from foreign students seeking an M-1 Visa to enroll in ESGVROP.
11. Gather and analyze data based on reportable crimes and submit annual Clery report by required deadline.
12. Attend various workshops and conferences to remain current on changes in requirements and law.
13. Communicate and coordinate with secondary ROP teachers participating in CTEDDI program.
14. Act as Liaison between teachers, administrators and CTEDDI staff
15. Meet with teachers and CTEDDI staff biannually to assess program.
16. Serve as liaison to EDD to administer all aspects of the Trade Agreement Act (TAA) Program.
17. Serve as Custodian of Records for student criminal background checks to determine student eligibility for enrollment and clinical placement in certificate programs.
18. Attend webinars, workshops, and conferences.
19. Coordinate applications for the "Pass It Along" grant and maintain required documentation.
20. Perform other duties as assigned.

QUALIFICATIONS

1. Bachelors degree.
2. Four years of increasingly responsible experience with demonstrated ability to research and analyze data for accurate reporting.
3. Any combination of experience and training, which would indicate possession of the knowledge, skills and abilities, to perform the job well.

KNOWLEDGE OF

1. ESGVROP/TC attendance accounting procedures.
2. State regulations and procedures for ESGVROP/TC attendance reporting and filing.
3. Efficient office methods, procedures, and equipment.
4. Correct English usage, spelling, grammar, and punctuation.
5. MS Office applications.
6. Current practices in career technical education, including new programs, standards, materials, methods, and equipment.
7. Knowledge of community resources, work settings, local employment conditions and trends.

ABILITY TO

1. Interpret and apply record-keeping procedures, policies, regulations.
2. Use independent judgment in performing difficult and responsible guidance work with accuracy.
3. Prepare clear, concise and comprehensive reports.
4. Function in situations requiring tact and discretion.
5. Understand and carry out oral and written directions.
6. Maintain confidentiality.
7. Communicate clearly and effectively with individuals and/or groups.
8. Provide in-service and workshop training.
9. Establish and maintain a cooperative and positive professional relationship with students/clients, staff members, representatives from school and other agencies, and members of the community.
10. Make timely decisions using sound judgment and problem solving techniques.
11. Deal with a high volume of work and meet deadlines.
12. Utilize MS Office applications, e-mail, Internet, Social Media, and other modern office technology.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands or fingers to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule T, Range 35

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.