

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE:**       **Research Analyst (Grade 60)**

**DEFINITION:**

Under general direction, independently performs a wide variety of research-based duties related to ensuring the County Superintendent of Schools as well as school district governing boards are in compliance with local, state, and federal legal requirements.

**REPRESENTATIVE DUTIES**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**ESSENTIAL FUNCTIONS:**

Researches, interprets, and explains legal requirements, makes recommendations, and suggests problem-solving strategies to district administration on complex recurring and non-recurring issues related to governing board meetings and operations.

Analyzes complex legal resources to make recommendations to SDCOE and district administrators.

Explains to school district administration the processes and procedures required to fill governing board vacancies in compliance with applicable law; provides resources and timelines; makes recommendations as requested.

Performs administrative functions related to district governing boards countywide including: tracking membership, calling primary and general elections, providing support to districts to ensure compliance with election deadlines and responsibilities, coordinating election activities with the Registrar of Voters.

Plans, coordinates, and organizes activities in collaboration with SDCOE subject matter experts and administrators for the preparation and adoption of policies and administrative regulations to ensure compliance with state and federal laws and regulations.

Interprets and explains to members of the public complex requirements of law related to school district organization; responds to inquiries and complaints.

Prepares documents such as correspondence, resolutions, and board issue papers.

Organizes and ensures retention of required records.

Serves as a liaison to multiple county and state agencies, including the County Board of Supervisors and the California Department, for school district organization processes.

Participates in review of charter school petitions and appeals, evaluating legal compliance in specialized area of the law; composes related correspondence and board issue papers.

Ensures compliance of the office of the County Superintendent of Schools with legal requirements related to district governing boards, including providing notifications to districts and maintaining historical records; creates and maintains database of governing board membership to record required data.

Completes special projects as assigned by SDCOE administration.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Possession of a Paralegal certificate from an ABA approved paralegal program preferred.

**EDUCATION AND EXPERIENCE:**

College level coursework in business administration, pre-law, or paralegal studies, and two years of substantial work experience with a school district or other governmental agency researching and providing guidance regarding legal policies and regulations, including preparation of complex documents and publications. Experience working with educational agencies preferred. Possession of a paralegal certificate may substitute for one year of required work experience.

**KNOWLEDGE AND ABILITIES:**

**THOROUGH KNOWLEDGE OF:**

State and local laws and regulations pertaining to governing board policies and procedures

Governing board elections

School district organization

**KNOWLEDGE OF:**

The use of common office computer systems and software

Legal research sources and methods

Research techniques

Record keeping practices and procedures

**ABILITY TO:**

Conduct legal research utilizing online tools such as Westlaw or LexisNexis.

Interpret, explain and apply complex statutes and legislation pertaining to school district governing boards and elections.

Clearly explain laws, rules and regulations to all levels of district personnel and the general public.

Research complex information and draw valid conclusions and recommendations.

Accurately maintain complex files and records.

Prepare, edit and proofread a variety of documents and correspondence.

Type forms, reports and correspondence with speed and accuracy.

Follow complex oral and written instructions.

Communicate effectively orally and in writing.

Establish and maintain cooperative relationships with all levels of staff and the public.

Exercise tact and independent judgment.

Work under pressure and handle multiple assignments.

Work effectively independently and as part of a team with minimum supervision.

Exercise appropriate judgment in making decisions.

Maintain confidentiality of information.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

<b>Established</b>	<b>Approved by Personnel Commission</b>	<b>Revised</b>	<b>FLSA Status</b>	<b>Job Code</b>	<b>Salary Grade</b>
06/2015	June 10, 2015	10/2017	Non-Exempt		60