

DEMOGRAPHIC RESEARCH AND PLANNING ANALYST I	1502
DEMOGRAPHIC RESEARCH AND PLANNING ANALYST II	1503

## DEFINITION

A Demographic Research and Planning Analyst II analyzes student residential and demographic patterns, participates in the production of District-wide and sub-area student enrollment projections, and conducts attendance boundary studies. A Demographic Research and Planning Analyst I performs similar but less complex duties and responsibility.

## TYPICAL DUTIES

- Conducts demographic and statistical analyses utilizing special datasets, student records, census and birth data, population, geographical coverage, address and street location, enrollment, and other demographic data obtained from the District and city, County, and State agencies and generates reports, charts, graphs, and diagrams to summarize and present the data.
- Analyzes population and enrollment data and prepares residential patterns, writes procedures, and assists in managing and developing databases.
- Conducts demographic studies involving projections of enrollment fluctuations at schools within and throughout areas of the District.
- Analyzes proposals for attendance zone changes and school construction projects to determine effects on school enrollment and demographics.
- Participates in field surveys to determine demographic and geographic student population distributions and estimated school enrollments and classroom capacities.
- Assists in representing the department at meetings with District administrators, schools, and public agencies as required, and represents the District's interests at hearings.
- Participates in the maintenance of official District attendance boundary descriptions.
- Produces maps depicting school locations, boundaries, and other features, and special maps and related statistical charts, graphs, and communication materials.
- Researches source confirmations, checks data, and reviews maps and documents to ensure quality control.
- Responds to inquiries related to demographic and geographic issues from District personnel, outside agencies, and the public.
- May serve on varied cross-disciplinary project teams.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Demographic Research and Planning Analyst I applies basic knowledge and skills of demographic research and planning in the progression of duties and responsibilities leading to qualification as a Demographic Research and Planning Analyst II and receives on-the-job training.

A Demographic Research and Planning Analyst II performs professional-level, technical demographic research and planning and may assist higher-level personnel in performing the more complex assignments.

A Senior Demographic Research and Planning Analyst supervises Demographic Research and Planning Analyst I and II's performing demographic research and planning and independently conducts the most complex studies.

## SUPERVISION

General supervision is received from a Senior Demographic Research and Planning Analyst. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Quantitative methods, including statistics
- Geographic Information Systems (GIS) and related computer software such as ArcGIS9
- Mapping concepts and basic techniques of cartography
- Principles of research, data analysis, and graphic presentations
- Microsoft Word, Excel, Access, Powerpoint, and Visio
- Sources of demographic data
- Terminology, best practices, and technology in the field of demography

### Ability to:

- Depict and interpret demographic data and projections in graphic form
- Compile, analyze, and explain the relationships of varied demographic data for educational space planning purposes
- Communicate effectively, both orally and in writing
- Establish and maintain rapport with District personnel and the public
- Plan and organize work to meet deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in economics, urban planning, statistics, demography, geography, or a related field. Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

#### Demographic Research and Planning Analyst I

Two years of technical experience in research, mapping, or data analysis in education, demography, urban planning, statistics, geography, economics, or a related field. A master's degree in economics, urban planning, statistics, demography, geography, or a related field may be substituted for the required experience. Experience using United States census, birth, and population data; conducting literature reviews to gather statistical data; and conducting demography, population studies, and forecasting is preferable.

#### Demographic Research and Planning Analyst II

Three years of experience in research, mapping, or data analysis in education, demography, urban planning, statistics, geography, economics, or a related field. A master's degree in economics, urban planning, statistics, demography, geography, or a related field may substitute for up to two years of the required experience. Experience in advanced statistics and statistical computer software; advanced mapping concepts and GIS statistical techniques; survey research methods and data field collection techniques; or advanced skills in designing, managing, querying, and programming databases is preferable.

Special:

A valid California Driver License.  
Use of an automobile.

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

New Classes  
05-09-07  
JPK