



## **JOB DESCRIPTION**

**TITLE:**

**Analyst**

**QUALIFICATIONS:**

1. Associate degree (Bachelors preferred), or equivalent work experience.
2. Working knowledge of software applications that are critical for NJ Department of Education and school district operations (e.g., Student Information Systems, Workforce Management Systems, School Accounting Systems, School Transportation Systems, NJ SMART, NJ ASSA, NJ DRTRS, and other applications contained within NJ Homeroom Administration Information.
3. Strong verbal and written communication and interpersonal skills.
4. Strong organizational and analytical skills to fulfill performance responsibilities.
5. Demonstrated office technology software skills including proficiency in the use of client software including but not limited to Microsoft Word, Outlook, Excel, Power Point, and other cloud-based client software.
6. Pass a Criminal History Review under the provision of P.L. 1986, C116, and P.L. 2018 Chapter 5.
7. Pass a physical examination in accordance with statute and board policy, NJSA 18A:16-2.
8. Proof of U. S. citizenship or resident alien status.
9. New Jersey Resident per Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#).
10. Such additions and alternative experiences to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

Supervisor or designee

**TENURE TRACK:**

YES

**POSITION:**

Secretarial/Clerical

**CONFIDENTIAL****EMPLOYEE:** NO

**JOB GOAL:** To perform job duties and performance responsibilities consistent with federal, state, and local authority mandates; NJ DOE mandates; CCESC policies; district goals, core values, and departmental requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Reports to work on time, consistent with work schedule and departmental requirements, and follows all daily reporting procedures.
2. Remains on duty until all open, critical, time sensitive issues are resolved, or communicates those open issues consistently and regularly throughout the day with department staff or supervisor.
3. Attends all departmental and ad-hoc meetings, professional development, etc., as required.
4. Completes all mandatory training.
5. Assists and collaborates with staff and administration in planning and problem solving for all aspects of operations.
6. Maintains ethical and professional behavior, provides excellent customer service, and collaborates in problem solving stakeholder inquiries.
7. Performs any duties associated with a designation of Essential Employee, including during public health emergencies or other unanticipated events where outside agencies and entities such as federal, state, or local governments, departments of health, etc., mandate operational changes that impact CCESC operations.
8. Assists in the implementation, operations, and maintenance of all data systems, including but not limited to those described above.
9. Assists departmental staff and leadership team by providing analytics, projections, recommendations, and estimates derived from data systems.
10. Assists departmental staff and leadership team with planning and problem solving for all aspects of operations.
11. Assists the leadership team with data analytics to ensure systems and

operational integrity for organizational planning and financial management consistent with the CCESC core values and district goals.

12. Perform all other duties as assigned by the department leader, supervisor, business administrator, superintendent, or designee.

**TERMS OF  
EMPLOYMENT:**

Ten or twelve-month work year as determined by the Board of Directors. Work schedule, assignment, and compensation to be established by the Board of Directors where applicable. For certificated professionals included in the Article of Recognition in the agreement between the CCESC and CCESEA, terms will be in accordance with the current negotiated agreement.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and Board policy, and where applicable, with the current negotiated agreement between the CCESC and the CCESEA.

**Board Approved: June 2, 2021**

**Revised: August 4, 2021**

**Revised: September 1, 2021**

**Revised: February 5, 2025**

**Notes:**

NJSA 18A TENURE STATUTES:

Business Administrator	NJSA 18A:17-2a
Directors/Supervisors	NJSA 18A:28-5
Secretarial/Clerical	NJSA 18A:17-2b
Teachers	NJSA 18A:28-5 & 18A:28-3