



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ANALYST DEMOGRAPHICS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8766
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; works with pupil personnel, transportation, program placement, and other staff; provides information to the general public regarding student school assignment and Board Member District and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
Maintains and documents all Board Member and other District school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding (DIME) File and coordinates data functions with Information Technology(IT)
Provides information for control of student assignment to schools including monitoring school magnet and special programs
Assists in projecting student membership on long and short-range bases and prepares reports related to membership and attendance including mobility and other related data
Develops and maintains data base and technology appropriate to function of department
Assists in auditing and documenting student data base programs in Pupil Personnel and IT
Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns
Provides liaison as assigned with the Census Bureau, Louisville and Jefferson County planning and zoning, economic development, Kentuckiana Regional Planning and Development Agency, and other agencies dealing with population and other pertinent data
Develops and prepares student membership projections by schools, programs, and district on a short and long term basis
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree

Proficiency in knowledge and use of computer technology
Three (3) years successful experience in the analysis and management of highly technical data
Ability to work with groups, agencies and organizations concerned with census data and projections
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in applying census and demographics data to school system uses
Experience in using data management program
Experience in a diverse workplace