



REVISED:  
07/01/2018

JOB TITLE:	DEMOGRAPHICS ANALYST
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	II, Grade 11
WORK YEAR:	260 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 Management Information Services(MIS)

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 MIS

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

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
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Successful experience in applying census and demographics data to school system uses
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Experience in using data management program
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