



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
RESEARCH ANALYST	CLASSIFIED	GRADE: P MONTHS: 12
BOARD POLICY REFERENCE: 2006/07 CLASSIFICATION STUDY		Board Approved:

JOB DESCRIPTION:

Under general supervision of the Director of Institutional Research, perform highly skilled professional work in the design of research projects, identify data sources, extract, analyze and document data, draw sound conclusions, communicate results, provide technical and end-user support for all aspects of research projects.

SCOPE:

The Research Analyst has knowledge of all phases of complex research projects including research design, selecting and utilizing appropriate methodologies, creating or identifying databases, analyzing data, highlighting key findings and communicating implications, all with minimum supervision. Using independent judgment responds to requests and initiates research projects when appropriate and has the primary responsibility for the Fact Book; acts as project leader on research projects and is lead worker to other classified staff; trains and supervises student assistants and/or short term, non-continuing employees in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Creates the annual Fact Book including identification of appropriate data and resources, research, collection (develop, join, maintain, administer databases), analysis, design and formatting useful and relevant data and information from internal and external sources for an annual publication.
2. Interprets, evaluates and clarifies research requests to determine potential data sources and informational resources; identifies and discusses research needs.
3. Creates and maintains databases for research queries from a wide variety of internal and external sources.
4. Identifies and evaluates the appropriateness of the data and resources; conducts customized internal data extractions as needed using data extraction tools such as BRIO.
5. Process data using datamining and web based tools such as CCBenefits.
6. Analyzes data and information and interpret the results using specialized statistical software such as SPSS and mapping software ArcGIS.
7. Provides customized research reports, highlighting main findings and key points, and effectively communicate the results to the user both orally and in writing.
8. Identifies, troubleshoots and resolves inquiries on external and internal research data and acts as research resource person for internal faculty, senior administration, staff, governance committees and external parties.
9. Recommends data sources and database design as well as makes recommendations on all phases of research projects.
10. Prepares and gives oral presentations to governance committees and groups regarding institutional research, local and state policy issues, enrollment and planning trends and projections, and other research as requested.

11. Validates placement tests used by the District in accordance with the Chancellor's Office standards.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Designs effective survey instruments and coordinates all activities associated with the survey study including formatting, scanning, analyzing, summarizing and presenting results; writes reports highlighting key findings and makes presentations of results.
13. Participates in professional organizations and maintains current knowledge of federal, state, and local legislative actions that may have implications for research and evaluation programs for the District.
14. Assists in the development, implementation, and monitoring of the operating budget for the Office of Institutional Research.
15. Acts as lead worker for other classified staff, STNC's and students in the area.
16. Trains and supervises student assistants and short-term, non-continuing personnel.

EMPLOYMENT STANDARDS

ABILITY TO:

Be detail oriented while sustaining a global focus and vision for institutional planning and decision-making; understand complex academic standards and requirements, and administrative governance systems; plan, organize, and perform highly technical and complex research activities within defined deadlines; perform policy analysis to decipher the requirements for the institution; apply mandated regulations; work within the American Association for Institutional Research Code of Ethics; interpret research needs, requests, and questions; design sound research studies and draw sound conclusions; write technical reports; make oral presentations; communicate effectively in English both orally and in writing; represent the department professionally and effectively with other California Community Colleges and other professional organizations; learn new technology; maintain proficiency in using statistical software (SAS/SPSS) and mapping software (ArcGIS); serve as a lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; work independently with little direction as well as collaboratively; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

The mission and programs of California Community Colleges; principles, practices and methodologies of educational research; current operating systems for computer and the Internet; various software applications including knowledge of database query software; survey development and scanning software; California Community Colleges MIS data elements; American Association for Institutional Research Code of Ethics; educational research methods as related to academic, testing, and administrative standards; SRJC's Board Policy, American Association of Community and Junior Colleges Accreditation Standards, Assessment Standards, relevant parts of Title 5 and California Education Code.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

A bachelor's degree in the social/behavioral sciences, education, statistics, economics or related field.

Experience:

Three years of progressively responsible experience in projects requiring statistical/analytical work.

TITLE: RESEARCH ANALYST

Preferred:

Master's Degree in a field with basic statistics and research methodology or equivalent; experience in a community college setting.