



RESEARCH ANALYST

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the direction of an assigned supervisor, extract and analyze data and generate reports from various database systems; provide information on past performance, current status and future projections regarding students, classes, courses, departments and divisions.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification receive limited supervision within a broad framework of policies and procedures and provide specialized functions in the analysis and reporting of research. This classification requires effective organizational, problem-solving, communicating and decision-making skills.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Utilize a variety of software including statistical, graphics, spreadsheet, word processing and database software to compile data extracted from various databases.
2. Access various information systems to extract specific student, class and course information for analysis and reporting.
3. Design and implement research projects as requested; assist in the development and design of surveys.
4. Prepare various statistical reports for administrators, managers, departments and divisions.
5. Access various information systems to extract budget and employee information for analysis and reporting; perform statistical analysis of surveys for various offices.
6. Maintain statistical databases for generation of State-required reports and files; utilize the Internet to access statistical and education data for comparison reports.
7. Work with Educational Technology Services (ETS) to provide necessary interface with various information systems and to articulate requirements for data.
8. Perform special assignments for research as requested; analyze, monitor and schedule projects according to established timelines and follow-up accordingly.
9. Attend a variety of meetings as assigned.
10. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Applicable computer operations, operating systems and software applications.
2. Research skills and techniques.
3. Oral and written communication skills.
4. Laws, rules and regulations related to assigned activities.

5. District organization, operations, policies and objectives.
6. Interpersonal skills using tact, patience and courtesy.
7. Technical aspects of field of specialty.
8. Record-keeping techniques.
9. Various mathematical computations including algebra.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Extract and analyze data and generate reports from database systems.
3. Provide information on past performance, current status and future projections regarding students, classes, courses, departments and divisions.
4. Develop and create research plans with various users and departments.
5. Operate a variety of computer equipment and peripherals.
6. Communicate with computer programming personnel as needed.
7. Communicate effectively both orally and in writing.
8. Maintain records and prepare reports.
9. Meet schedules and time lines.
10. Maintain current knowledge of technological advances in the field.
11. Plan and organize work.
12. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree.
2. Two (2) years increasingly responsible experience in the collection, analysis and presentation of information for decision-making.

Preferred Qualifications:

1. Bachelor's degree.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 20 lbs.