



RESEARCH ANALYST, SENIOR

DEFINITION

Under general direction, plans, designs, and implements methods for data extraction, analysis, management, quality assurance, and reporting to ensure compliance with state and federal reporting requirements; develops, implements, and maintains complex queries, reports, and analyses; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Research Analyst classification series responsible for leading, designing, and conducting complex research projects to support the development and maintenance of strategic District and college planning processes and to maximize educational effectiveness and program performance. Positions work under general direction performing the full range of complex data research, analysis, and reporting and have responsibility for ensuring the efficient and effective functioning of assigned program or operational area. Positions frequently solve problems or establish process improvements requiring analysis of unique issues or problems without precedent and/or structure and formulate and present strategies and recommendations to management. Positions at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, exercising a high level of discretion and independent judgment.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Leads, plans, designs, and conducts a variety of complex data research, analysis, interpretation, and reporting to support District, college, and/or programmatic planning, assessment and evaluation, budgeting, and decision-making, and to ensure compliance with state and federal reporting requirements.
- Designs, conducts, and presents advanced institutional research projects and activities to support accountability mandates in areas such as student retention, cohort tracking, student learning and institutional outcomes, placement and outcomes assessment, matriculation, program evaluation, enrollment, staffing, impact studies, Weekly Student Contact Hours (WSCH) data, student success, and student outcomes.
- Responds to and evaluates internal and external requests for data, analysis, and research projects and studies; identifies data sources, designs methods for data collection and analysis, performs descriptive and inferential statistical calculations and analyses, and interprets results; writes research reports and develops presentations; presents data, analysis, and findings to staff, management, and various committees, councils, and/or working groups.
- Designs and implements data collection/extraction, analysis, and reporting processes and standards.
- Provides technical support, assistance, and training to staff, faculty, administrators, and others concerning research methodologies, data analysis, and state and federal reporting requirements.
- Assists in developing institutional and programmatic planning processes by providing relevant data, research, and analysis.

- Creates, builds, and modifies queries and reports; supports efforts to ensure the accuracy and integrity of data and systems; monitors data for compliance with federal and state regulations and program, College, and/or District policies and procedures; develops data standards and systems documentation to guide users on proper use and maintenance of data and systems.
- Investigates and diagnoses evolving data and reporting issues and produces effective solutions and recommendations for improvement; develops validation protocols and applies strategies to ensure data integrity.
- Collects, maintains, documents, and updates institutional research reports and reference materials.
- Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
- Attends and participates in various meetings on data management and information systems and other topics related to institutional research and planning.
- Stays abreast of new trends and innovations in the field of institutional research and planning and data analysis; monitors changes in laws, regulations, and technology that may affect college or District operations; implements policy and procedural changes as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Advanced principles and techniques of data collection and analysis including identifying, extracting, and analyzing data, drawing sound conclusions and recommendations, and preparing and presenting clear, comprehensive, and effective reports and presentations.
- Advanced theories, principles, and methods of research project design, methodology, qualitative and quantitative analyses, and longitudinal and program evaluation studies.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Plan and conduct complex and effective data research studies by applying appropriate methodology, design, and data analysis techniques.
- Apply a variety of techniques of data extraction and modify techniques and procedures to ensure data integrity and relevance.

- Analyze, interpret, summarize, and present data and findings in a clear, comprehensive, and effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in education, psychology, sociology, statistics, computer science, or a related field and three (3) years of increasingly responsible experience performing institutional and/or statistical research, analysis, and reporting for external agencies.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-70

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021

