FOOTHILL-DE ANZA
Community College District

RESEARCH ANALYST

DEFINITION

Under general supervision, researches, extracts, analyzes, and interprets data regarding District, college, and/or programmatic policies, procedures, demographics, and operational outcomes; develops, implements, and maintains complex queries, reports, and analyses; coordinates the use, maintenance, and functionality of various data management systems; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the journey-level in the Research Analyst classification series responsible for conducting data research and analysis to guide decision-making related to a variety of institutional, operational, programmatic, and planning areas. The duties involved include the planning and implementation of short- and long-term planning projects and oversight of performance, reporting, accountability, and regulatory compliance. Positions work on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, and/or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Senior Research Analyst in that the latter is responsible for leading, designing, and conducting complex research and data analyses used in institutional effectiveness assessment, strategic and institutional planning and decision-making, and evaluation of key performance indicators of District-wide quality improvement.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

➢ Plans and conducts a variety of data research, analysis, interpretation, and reporting to support District, college, and/or programmatic planning and decision-making and to ensure compliance with state and federal reporting requirements; designs methods for data collection and analysis, analyzes and compares data solutions, and makes recommendations on reporting findings and outcomes.

➢ Drafts research reports and presentations; presents data, analysis, and findings to staff, management, and various internal and external committees, councils, and/or working groups.

➢ Coordinates the use, maintenance, and functionality of assigned data management systems; troubleshoots and resolves technical issues; creates, builds, and modifies queries and reports; ensures 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 train and guide users on proper use and maintenance of data and systems.

➢ Analyzes and documents end user work processes and system requirements; recommends or refines business process and system specifications; coordinates, implements, and tests system upgrades, expansions, and solutions.

➢ Provides staff support to assigned committees including development of agendas and supporting documents, meeting minutes, and reports.

➢ Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.

➢ Stays abreast of new trends and innovations in the field of research 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.

➢ 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.

➢ Theories, principles, and methods of research project design, methodology, qualitative and quantitative analyses, and longitudinal and program evaluation studies.

➢ Principles and technologies related to database structures, relational databases, data management, basic computer programming, and report writing systems.

➢ 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 effective data research studies by applying appropriate methodology, design, and data analysis techniques.

➢ Apply a 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.

➢ Identify, evaluate, and resolve basic database and report writing programming problems; perform diagnostic checks and take appropriate corrective action; apply basic programming language; and implement new or revised systems and procedures for the automation of information processing and reporting.

➢ Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

➢ Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
➢ 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 one (1) year of experience performing institutional and/or statistical research, analysis, and reporting for external agencies.

Licenses and Certifications:

➢ When assigned to International Student Programs:
  o Possession of, or ability to obtain, Student Exchange Visitors Program training certificate for Designated School Official issued by United States Immigration and Custom Enforcement.
  o Must be either citizen or legal permanent resident of the United States and be able to provide appropriate documentation of status.

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: C1-64
FLSA: Non-Exempt
EEO Code: H-30
Board Approved: April 2021