

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR RESEARCH AND PLANNING ANALYST

SUMMARY DESCRIPTION

Under direction of the responsible Administrator, performs the more difficult and complex research assignments including the design, implementation, analysis, report preparation, and dissemination of findings related to statistical, demographic, and empirical studies used in all District needs and programs, including matriculation programs, accreditation program review, planning, grants, assessment, student success, retention and persistence, and other issues of institutional effectiveness; provides lead direction to other staff members.

DISTINGUISHING CHARACTERISTICS

The Senior Research and Planning Analyst applies an advanced knowledge of research methodology in conducting difficult and complex institutional research studies and in the development and maintenance of research information systems. Positions at this level must possess a high degree of technical knowledge and skill in the areas of institutional research, planning and project leadership; a broad knowledge of postsecondary education administrative practices, applicable knowledge of the software applications and research procedures currently in use by the department, and the interpersonal and administrative skills necessary to evaluate complex research problems and effectively communicate alternative solutions.

The Senior Research and Planning Analyst will be responsible for the design, development and implementation of processes to automate recursive research projects and their dissemination through both electronic and non-electronic means. Recursive projects indicate trends in behaviors, demographics, etc., that can be used by District and College personnel in decision making.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in the implementation of comprehensive institutional research and planning. **E**
2. Consult with administrators, representatives of governmental and private organizations, employee groups, and others regarding research needs, current studies, results of research, and related matters; work with requesters to clarify their needs and optimize the utility of research results. **E**
3. Create or customize, to faculty, staff, and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects. **E**
4. Utilize principles of sampling methodology to identify stratified random cohort groups for survey dissemination. **E**
5. Oversee the design of survey forms utilizing specialized computer software. **E**
6. Develop institutional research designs and apply computer tools, statistical measures, and data collection techniques. **E**
7. Collect data using appropriate instruments and procedures; direct and oversee the collection of data by students and other part-time research staff where appropriate. **E**

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8. Develop and maintain a data warehouse and other databases using appropriate computer software. *E*
9. Perform qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects; interpret findings in written reports and oral presentations. *E*
10. Conduct secondary research to support strategic planning activities. *E*
11. Assist in designing, monitoring, and reporting on progress toward strategic goals, institutional effectiveness and student outcomes assessment plans, and academic quality improvement objectives. *E*
12. Participate in the evaluation and selection of new software for designing surveys, statistical data analysis, database management, and other aspects of conducting institutional research. *E*
13. Perform project leader duties for new institutional research and planning projects including a data warehouse. *E*
14. Apply statistical procedures and sampling techniques for institutional research projects; assure high levels of confidence and reliability to survey results. *E*
15. Utilize a variety of specialized computer applications for data analysis, data management, desktop publishing, presentation graphing, graphics, and word processing as appropriate; maintain skills as technology changes. *E*
16. Participate in the preparation of reports for District personnel and state agencies to fulfill compliance regulations and requirements and to assure institutional and matriculation effectiveness for appropriate funding. *E*
17. Prepare and revise reports with accompanying tabular, graphic, and statistical contents, descriptions of analytical methods used, and narrative of findings and conclusions for assigned research projects. *E*
18. Communicate with appropriate District staff, stakeholders, and other community college districts in analysis, compilation, and interpretation of data; respond to research questions as requested; describe findings. *E*
19. Represent Office of Institutional Research and Planning on various committees; interface with members to address research needs. *E*
20. Participate in personnel selection and hiring processes as required. *E*
21. Coordinate, train and provide work direction and guidance to assigned research staff where appropriate. *E*
22. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and procedures for planning and conducting experimental and quasi-experimental research.

Parametric and non-parametric statistical methods and terminology.

Advanced principles, practices, procedures, theories, models, methodologies, and techniques involved in the research design, data collection, data analysis, interpretation, and reporting of statistical data.

Advanced technical report writing skills in organizing and presenting narrative and statistical information.

Computerized and manual data collection, management, manipulation, and distribution requirements for research, analysis, and reporting functions.

Standard and advanced statistical procedures related to sampling, correlation analysis, projections, and other quantitative measures applied to education, social, and program research and evaluation.

Regression techniques, principles, and tables.

Windows based personal computers and appropriate software packages including proficient use of specialized research related statistical software utilized by the District such as FLIPSOMR (OCR Form Development), SPSS (Statistical Package for the Social Sciences) and database applications.

Pertinent federal, state, and local regulations, guidelines, laws, policies, and procedures including pertinent California Education Code sections.

Record keeping and statistical techniques.

Technical aspects of field of specialty.

English usage, spelling, grammar, and punctuation.

Oral and written communication skills as well as public speaking techniques.

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Independently coordinate and perform extensive and technical research, planning, and evaluation duties.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and present complex and comprehensive narrative and statistical written and verbal reports including a variety of mandated and requested College, state, and federal reports.

Communicate complex ideas clearly and concisely in writing and in oral presentation.

Maintain an understanding of current ideas, policies, regulations, and practices pertaining to institutional research.

Interpret and apply applicable sections of the State Education Code and other related laws and regulations.

Interact with, participate on, and conduct presentations to District administrators, faculty, college groups, committees and others.

Prepare reports for District personnel and state agencies to fulfill compliance regulations and requirements and to assure institutional and matriculation effectiveness for appropriate funding.

Interpret accurately institutional policies and procedures.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Use and quickly learn new office support technology systems and software packages.

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Exercise critical and independent judgment.
Establish multiple priorities under strict time lines.
Keep information secure and confidential.
Work as a team member with other research staff and members of District staff involved in research projects and other related activities.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Master's degree in a field requiring expertise in statistical applications, including multiple-regression methods and analysis of variance, as well as research design, e.g. statistics, mathematics, economics, or social/educational research; and five years of responsible professional experience planning and conducting industrial, organizational, or educational research projects, with evidence of increasingly responsible experience; experience in management of relational database system (i.e. SQL server) and working with Crystal Reports. Three years of demonstrative experience that clearly provides evidence of the knowledge and skills required to perform the essential duties may substitute for graduate degree.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record may be required to drive a District or personal vehicle to attend meetings or pick up/deliver documents or other materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.