

**DATE: APRIL 2024**  
**FLSA: NON-EXEMPT**  
**SALARY: GRADE P**

**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

## **RESEARCH ANALYST**

### **BASIC FUNCTION**

Provides professional support to institutional research efforts through statistical and related methods to provide data that facilitates evidence-based decision making; areas of responsibility include data support to grants, instructional practices, equity research and evaluation, and decision support for planning initiatives and institutional projects designed to increase student achievement and equitable outcomes; designs, develops, and distributes survey instruments and questionnaires, analyzes results, and prepares reports for dissemination of findings; and develops, summarizes, and maintains reports, records, and files.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing duties in support of research initiatives by designing and conducting complex research projects on a variety of institutional, operational, programmatic, and planning issues. Incumbents regularly work on varied and complex tasks requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to evaluate research and survey findings. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform the work. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Designs, prepares, distributes, and interprets institutional research studies related to academic, student services, administrative programs, grant funding, and other topics to facilitate executive decision making; receives, evaluates, and responds to requests for data, statistical analysis, research projects and studies.
2. Designs, develops, distributes, and analyzes a diverse range of surveys and questionnaires for assigned projects; researches methods and best practices for analyzing data; manipulates and aggregates data; prepare and presents reports and results; presents data in various formats as determined by project type.
3. Collects data needed for the development of the District/college's Strategic Plan and the Student Equity Plan; prepares reports to support the implementation of student equity program initiatives and other special projects.
4. Collects, prepares, interprets, and distributes labor market information as mandated by the Chancellor's Office for occupational programs.
5. Prepares and provides reports on special data collection efforts for state and national studies of community colleges and students.
6. Maintains historical records on student performance for current and anticipated research and planning efforts.
7. Queries databases and designs data visualizations for end-user analysis.
8. Represents the research interests of the District/college on internal and external committees and projects.

9. Conducts research, creates reports and newsletters, and presents findings on new educational opportunities based on labor market information.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related

## **QUALIFICATIONS**

### **Knowledge of:**

1. Advanced research design, statistical analysis, and reporting methods, techniques, and procedures.
2. Best practices of developing strategies and questionnaires for a diverse range of studies, validating data, and assessing outcomes.
3. Theories, principles, and methods of research project design, methodology, qualitative, and quantitative analyses.
4. Data extraction, transformation, and manipulation principles necessary for empirical data analysis.
5. Operational characteristics of specialized software used in research and analysis projects.
6. Methods and techniques of planning, organizing, and implementing research studies.
7. Methods and techniques of aggregating files and collecting and organizing databases.
8. Student success, equity, and labor market trends in higher education.
9. Methods and techniques of developing findings, conclusions, and reports on research studies.
10. Applicable federal, state, and local laws, regulations, codes, and guidelines related to assigned areas of responsibility.
11. Record management principles and procedures.

### **Ability to:**

1. Provide data support for outcomes assessment and institutional research programs, projects, and activities.
2. Plan and conduct effective research studies applying appropriate and effective methodology, design, and data analysis techniques.
3. Apply a variety of techniques of data extraction and modification to ensure data integrity and relevance.
4. Conduct quantitative and qualitative analyses.
5. Identify, evaluate, and resolve research design and analysis problems.
6. Acquire knowledge of higher education and District policies, procedures, practices, and dynamics.
7. Gather, compile, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
8. Evaluate improvements in student success, achievement, and equity outcomes.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
11. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
12. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
13. Exercise independent judgment within general policy and procedural guidelines.
14. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
17. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-

economic, disability, and ethnic backgrounds of students, staff, and the community.

18. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

A bachelor's degree with coursework in social or natural sciences or a related field and two (2) years of experience providing professional support to an institutional research and planning program; or an equivalent combination of education, training, and/or experience.

**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. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, 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 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.