



Research Analyst

Classified Range: 54

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of professional, technical and analytical activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning and other measures of institutional effectiveness.

DISTINGUISHING CHARACTERISTICS

The Research Analyst classification is distinguished from Research Data Specialist classification in that employees in this classification perform more difficult and responsible types of duties such as the interpretation and reporting of data and statistics to provide information.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and Research Data Specialists.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning.
2. Receives and evaluates requests for data, statistical analysis, research projects and studies; prepares requests for processing; arranges and maintains project schedules and timelines; designs strategies to complete assignments; and analyzes and compares a variety of data.
3. Designs, develops and conducts institutional research and analysis projects and activities in support of areas such as instructional performance, program review, placement instruments, assessment and professional development; prepares and conducts related surveys and instruments.
4. Provides technical support and assistance to staff, faculty, administrators and others concerning institutional effectiveness and related data and statistics; responds to inquiries and provides technical information concerning related projects, reports, research, practices, policies and procedures.
5. Reviews, analyzes and arranges data according to project and study specifications and requirements; reviews a variety of data to assure accuracy and completeness; prepares statistics, researches data and reports for distribution and disseminates data to appropriate personnel.
6. Collaborates with staff, faculty and administrators in the design, development and implementation of research projects; advises personnel and others concerning research design, survey development and test validation; assists college staff with conducting classroom research projects.



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7. Reviews, analyzes and provides recommendations concerning orientation, pre-requisite and counselor evaluation data; provides research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.
8. Inputs and codes a variety of data and information into an assigned computer system; creates queries, extracts and manipulates information, develops tables and spreadsheets, generates links to data and produces a variety of computerized data, records and reports data for use in projects studies and analysis.
9. Provides research support by designing appropriate surveys and other data collection instruments; designs and implements follow-up evaluation activities for various research projects.
10. Prepares a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, analytical methods, findings, conclusions, decision-making and assigned activities; designs and produces related charts, tables and graphs.
11. Represents the department and participates in various committees and meetings as assigned; prepares and delivers oral presentations concerning study and project data, findings and related reports.
12. Works collaboratively with instructional, Student Services, and administrative programs to design and conduct learning outcomes assessment; presents assessment options to programs and assists programs in reporting and integrating learning outcomes assessment findings.
13. Prepares written reports with accompanying tabular, graphic, and statistical contents; descriptions of analytical methods used; and narrative of results and conclusions.
14. Maintains accurate and confidential data files; conducts literature research; reviews and maintains current research literature.
15. Assists with maintaining and updating the department website.
16. Provides guidance, training, and technical assistance to faculty, administrators, and staff during program reviews and annual planning; presents in-service professional development on various topics including SLO assessment, program review and planning, recent research findings, data literacy, data collection techniques, and other topics as necessary.
17. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Mathematical Facility



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- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions**
- Computes and interprets descriptive statistics**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**



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Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Mathematics, Economics or a related field.



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Required Experience:

Two (2) years of research experience.

Preferred Experience:

- Master's degree from an accredited college or university.
- Experience in the California Community College environment.

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.

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 occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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