

RESEARCH ANALYST

DEFINITION

Under general direction of the assigned administrator, design, conduct, write, and present District and college research and evaluation studies; design and develop methodology for evaluation and accountability purposes; and coordinate efforts with multi-functional areas across the District.

TYPICAL DUTIES

Collect and analyze quantitative and qualitative data; conduct statistical analysis, working with complex research databases, both internal and external; conduct evaluation studies; provide data for grant proposals and conduct grant evaluations; provide support for District and College accreditation processes. Prepare comprehensive analytic reports, including visual graphics, and executive summaries for internal and external audiences; present data and evidence to internal and external audiences; provide data and evidence to help provide information to decision-makers across the District. Collaborate in the design and development of research database information for decision-making, evaluation studies and accountability purposes; coordinate research efforts with IT staff including query logic development; analyze, conceptualize and solve problems based on research methodology design principles; develop and conduct surveys including data analysis and report writing; utilize research practices to ensure data integrity and best practices; provide training to staff in the use of research data and evidence and research design. Coordinate definitions, collection and codification of data elements required for federal, state and local accountability; develop and maintain research website content. Perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of primary responsibility for research and planning project design, implementation (including statistical analysis) and written and verbal presentation. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Bachelor's degree from an accredited college or university in the social sciences, economics, education, mathematics, statistics, public administration, business administration, or a related field. NOTE: A Master's degree from an accredited college or university in the social sciences, economics, education, mathematics, statistics, public administration, law or business administration may be substituted for one year of the required experience.

KNOWLEDGE OF

Software for spreadsheets, presentations, databases, graphics and web use in support of analytical report writing and presentation of data and evidence; management information systems; computer applications including statistical and analytical functions; design, collection, and use of data for program evaluation, accountability, and information for grant proposals; institutional research, including its literature, organizations and practices; methods and best practices of statistical procedures; research design, methodology and project management including: business and institutional systems analysis, planning

processes, impact workflows and data analysis; sampling methodologies; the structure and content of the English language for comprehensive and concise research report writing.

SKILL IN

Using statistics to solve problems and recommend solutions; creating and presenting research design proposals; generating multiple approaches and solutions to problems, and using logic and analysis to identify strengths and weaknesses of different problem solving approaches; principles and practices of project management; conducting policy analysis to determine implications to districtwide stakeholders; determining the long-term outcomes of changes in business practice; evaluating likely success of an idea in relation to demands of situation; knowing how to find information and identifying essential information; numbers, their operations, and interrelationships including statistics, and their applications; proper compilation and treatment of data including use of predictive analytics and statistical software packages; report writing and graphical representation; the use of census data for environmental scanning, enrollment projections, and other special projects; survey design, survey question validation and modes of survey delivery; data privacy regulations and practices; ethical guidelines for good research practice; communicating effectively with others orally and in writing as indicated by the needs of the audience; and managing one's own time and the time of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; sustain regular work attendance; meet schedules and timelines; develop and implement a project schedule; plan, organize, prioritize and complete workload in areas of responsibility with a minimum of supervision; work cooperatively and effectively with the public, students, faculty and staff; listen to, understand, and interpret information and ideas; exercise initiative and mature judgment; work as a member of a team; perform complex analytical studies; collect and analyze data utilizing a computer; use quantitative analysis, such as descriptive statistics, inferential statistics, measures of association, multivariate analysis, and time series analysis and the like for enrollment projection purposes; use qualitative analysis, such as policy analysis, focus group research, project/organizational evaluation studies, observational analysis, protocol development for qualitative interviewing, and case study analysis; prepare clear, complete, concise reports; read and understand information and ideas presented in writing; understand and organize a problem and then select a statistical method to solve the problem; conceptualize and design research projects; keep current in career field; travel to other district locations for presentations and meetings; apply general rules to specific problems to come up with logical answers; combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; learn new ideas, procedures, processes and computer software independently.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.