SIERRA COLLEGE

Job Description

JOB TITLE: RESEARCH ANALYST

PAY GRADE: CL 27

LAST REVISED: APRIL 2010

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under general supervision, performs complex and independent research and analysis for an assigned area in order to provide decision support and process improvement; collects, develops, analyzes, communicates, and consults on a wide range of institutional and other information to support and enhance decision-making, planning, and assessment; performs applied research by designing, implementing, and evaluating analytical and statistical studies; researches, analyzes, and generates data to assess, support, and/or determine faculty staffing and load, faculty compensation, enrollment growth and management, student access, success, retention, and persistence, schedule and development, budget forecasts, and accreditation and special program needs; and designs and maintains information systems and databases to support research.

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. Plans, organizes, develops, analyzes, and reports institutional research studies that support academic programs and institutional decision making.

2. Develops decision support database models that identify and define faculty workload measures, evaluate productivity and work efficiency, produce individual instructor loading, assess enrollment trends, and support a variety of decision making processes connected with educational services.

3. Designs and applies miscellaneous decision support models; works with faculty and staff to identify information needs, constraints, and report objectives by location.

4. Develops and maintains student data warehouse of demographic and performance information for research and program support.

5. Provides data management and decision support services to institutional research, instruction office, and the business office.

6. Analyzes a variety of performance/productivity data such as, but not limited to that for faculty workload, student and financial information, class size, weekly student contact hours, class schedules, and space utilization; prepares reports and projections to support decisions on workload, student access, success, retention, and persistence, and financial impact.

7. Receives and analyzes student data projections for use in developing workload projections, course offerings, and course schedules.

8. Participates in a variety of data collection, organization, and reporting to support research and self assessment on outcomes.

9. Prepares forecasts of full-time-equivalent staff and students including mid-year adjustments based on

actual enrollment and service area demographics.

10. Analyzes part-time faculty workload to ensure that instructional divisions stay within the District's guidelines for full-time-equivalent work; advises the instruction office on the status of part-time workload and compliance issues.

11. Projects budgetary implications for supplemental stipends for faculty services such as workload and evaluations, reviewing existing labor contracts and District policies to ensure accuracy.

12. Prepares faculty workload and other information to facilitate payroll calculations.

13. Coordinates and provides research, communications, and logistics support to the development of the District's class schedules, setting timelines and following production from beginning to end.

14. Serves as central receipt and quality control for class schedule documentation, assuring completeness and accuracy.

15. Facilitates various committee and departmental meetings governing schedule production; receives, analyzes, and acts on feedback contributing to continuous improvement of processes and the class schedules.

16. Ensures conformance with timelines for producing the class schedule, defining publication standards, coordinating data gathering, quality control, publication, and other activities with the Marketing and Educational Programs and Services Departments.

17. Reports research results on the validity and effectiveness of assessment instruments used to place students according to academic achievement, course prerequisites, activities to improve student equity, matriculation processes, college performance on accreditation and accountability issues, student satisfaction, organizational climate, program effectiveness, enrollment management and trends.

18. Conducts and consults with administration and faculty on a variety of survey and research; participates and advises on survey and research design.

19. Implements paper and web-based surveys including scanning and cleaning data sets for analysis; trains research staff and student workers on process.

20. Researches and identifies administrative systems that expedite and improve the timing and quality of work products and information flow to support research and decisions.

21. Analyzes system, administrative, and/or operational processes and/or problems being considered for new or revised applications and/or procedures to ensure District standards and protocols are met, along with federal, state, and county regulations and requirements; recommends solutions.

22. Documents and diagrams work processes and procedures; identifies steps in sequential order, suggesting revisions that enhance efficiency; develops and maintains standardized procedures for data collection, reporting, and processing.

23. Develops for review, feedback, and implementation, re-engineering of work processes that enhance efficiency and productivity.

24. Serves on various committees such as, but not limited to those for curriculum, course schedule and calendar, and self-assessment.

25. Performs financial impact analysis of various contracts, programs, and curricula.

26. Performs related duties as required.

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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.*

Knowledge of:

Higher education research methods, processes, systems, reporting and databases.

Research methodology and standard statistical procedures such as but not limited to research design, sampling, survey-guided analysis, parametric and non-parametric statistics, forecasting and projections.

Methods in education and social research.

Student outcomes assessment and measures of institutional effectiveness.

Legislative and educational oversight body processes, occurrences, requirements, and trends.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Relational and OLAP database concepts, including logical and physical data layout, programming and report writing tools (e.g., SQL).

Principles and practices of fiscal, statistical, and administrative report preparation.

Principles of business letter writing.

Math and statistical concepts to perform analysis.

Human relations skills to make formal presentations to large and diverse audiences and facilitate group processes.

Ability to:

Accomplish departmental goals, objectives and annual performance plans as assigned to the position.

Design applied research studies for use in education and social environments.

Analyze workload, workflow, staffing, and productivity levels.

Apply, interpret, and draw conclusions using advanced statistical concepts.

Facilitate the development, implementation, and evaluation of institutional self-assessment programs.

Create, program, and maintain computerized databases.

Extract data from information systems using various report writing and query tools.

Design and apply algorithms, simulations and business models to solve multi-variable problems.

Understand and apply District and state laws, regulations, policies, and guidelines governing community college operations.

Prepare complex, reports, multi-media presentations, and empirical findings, forecasts, and recommendations to audiences with diverse backgrounds.

Work productively with others and make formal presentations.

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 Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's degree from an accredited college or university with major course work in business administration, economics, sociology, statistics, or a related field. A Master's degree is desirable.

Experience:

Three years of increasingly responsible experience in the collection, analysis, reporting, and presentation of research data.

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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 walk, 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; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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

Johnson & Associates
Revised: April, 2010