

JOB TITLE: Research Analyst
PAY GRADE: CL 27
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs complex and independent research and analysis for decision support and process improvement; collects, develops, analyzes, communicates, and consults on institutional and other topics 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 District benchmarks, processes, and programs; and designs and maintains information systems and databases to support research; and provides technical support and services for third-party software.

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 prepares reports on institutional research studies and collects data that supports and provides projections on academic and student services programs, validity and effectiveness of student assessment tools, self-assessment on outcomes, organizational climate, college performance on accreditation and accountability issues, District standards and benchmarks, fiscal impacts, and institutional decision making.
2. Analyzes a variety of performance and productivity data, including, but not limited to, faculty workload and compensation, 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.
3. Develops decision support database models that identify, define, and support enrollment trends, student success metrics and achievement, and other decision-making processes connected with District services and programs.
4. Works with District stakeholders to improve data literacy and interpretation of information.
5. Conducts and consults with administration and faculty on a variety of surveys and research; participates and advises on survey and research design; implements surveys, including scanning and cleaning data sets for analysis; works with faculty and staff to identify information needs, constraints, and report objectives by location.
6. Designs and applies miscellaneous decision support models.
7. Develops for review, feedback, and implementation, re-engineering of work processes that enhance efficiency and productivity; researches and identifies administrative systems that expedite and improve the timing and quality of work products and information flow to support research and decisions.

8. Serves on various committees, including, but not limited to, those for curriculum, course scheduling, academic calendar creation, and self-assessment; facilitates various committee and departmental meetings governing course schedule production.
9. Receives, analyzes, and acts on feedback to improve processes and class schedules.
10. Develops and maintains student data warehouse of demographic and performance information.
11. Provides data management and decision support services for various District departments.
12. Coordinates and provides research, communications, and logistics support for the development of the District's class schedules by setting timelines and following production from beginning to end; serves as central receipt and quality control for class schedule documentation.
13. Analyzes system, administrative, and operational processes or problems considered for applications and procedures to ensure District standards and protocols are met, along with federal, state, and local regulations and requirements; recommends solutions.
14. Documents and diagrams work processes and procedures for multiple end users; identifies steps for revisions that enhance efficiency; develops and maintains standardized procedures for data collection, reporting, and processing.
15. Receives and analyzes student data projections for developing workload projections, course offerings, and course schedules; prepares forecasts of full-time-equivalent staff and students, including mid-year adjustments based on actual enrollment and service area demographics.
16. Analyzes part-time faculty workload and advises on compliance issues.
17. Projects budgetary implications for supplemental stipends for faculty services such as workload and evaluations, reviewing existing labor contracts and District policies to ensure accuracy.
18. Prepares faculty workload and other information to facilitate payroll calculations.
19. Researches, evaluates, assists, and provides direction and support of technical or functional system issues and upgrades for the District's Banner Enterprise Resource Planning (ERP) system regarding instructional and faculty modules; Defines system rules, requirements, set up, and maintenance protocols; provides technical leadership and serves as data steward for instructional and faculty modules, including user setup, security, and maintenance.
20. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, and appropriate staff.
21. Performs related duties that support the overall objective of the position.

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:

- Methods, processes, systems, reporting, procedures, and databases used in education and social research, including, but not limited to, research design, sampling, survey-guided analysis, parametric and non-parametric statistics, forecasting, and projections.
- Student outcomes assessment and measures of institutional effectiveness.
- Legislative and educational oversight body processes, occurrences, requirements, and trends.
- Federal, State, and local laws, regulations, policies, and procedures that govern community college operations.
- Principles and practices of fiscal, statistical, and administrative report preparation and business writing.
- Math and statistical concepts to perform analysis.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading and formatting techniques.

Ability to:

- 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.
- Prepare and present complex reports, multi-media presentations, empirical findings, forecasts, and recommendations to audiences with diverse backgrounds.
- Plan and organize work to meet changing priorities and deadlines.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including specialized research tools such as relational databases and standard query language.
- Maintain confidentiality of information.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students, temporary employees, and appropriate staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Four years of college with major course work in business administration, economics, sociology, statistics, or a related field.

Experience

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

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.

Board Approved: July 15, 2025