

JOB TITLE: Senior Research Analyst
PAY GRADE: CL 28
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, designs and maintains information systems and databases to support the District; coordinates data standards, integrity, and protocols between instructional staff, Information Technology Services (ITS), data stewards, and research office; performs complex and independent research and analysis; provides information to support and enhance decision-making, planning, and assessment; performs applied research through quantitative, qualitative, and mixed methods research designs; works with other offices to support District benchmarks, processes, and programs; provides technical support for qualitative and mixed methods research projects; and maintains software and Software as a Service (SaaS) implementations.

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. Develops decision support databases and models that identify, define, and support enrollment trends, student success metrics and achievement, and other decision-making processes connected with District services and programs.
2. 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, institutional decision-making.
3. Maintains research office data warehouse.
4. Develops and maintains information reporting tools, such as reports and dashboards.
5. Supports District planning and strategic initiatives through the development and monitoring of key performance indicators or other planning metrics.
6. Provides leadership and technical support for research office staff; provides technical support and data for grant writing and evaluation.
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. Works with District stakeholders to improve data literacy and interpretation of information.
9. Analyzes a variety of performance and productivity data, including, but not limited to, that for 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.

10. Implements and supports qualitative research studies as directed; maintains survey instruments and data collection tools.
11. 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.
12. 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.
13. Serves on or supports committees and taskforces as a research resource.
14. Supports the finance staff with forecasting and financial models.
15. Supports and validates federal and state reporting, such as Integrated Postsecondary Education Data System (IPEDS) and gainful employment reporting.
16. In consultation with relevant managers, may direct the work of others in order to meet District goals as related to job functions.
17. 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:

- Educational or social science research methods, processes, systems, reporting, procedures, and databases used in educational 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.
- Provide technical leadership and innovation in the development of data systems and tools.
- Prepare and present complex reports, multi-media presentations, forecasts, and recommendations to audiences with diverse backgrounds.
- Design and apply algorithms, simulations, and business models to solve multi-variable problems.
- 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, standard query language, Statistical Package for the Social Sciences (SPSS), R, Tableau, and Power BI.
- Provide training on scheduling systems and software to employees at all levels.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan and organize work to meet changing priorities and deadlines.
- Maintain confidentiality of information.
- Work independently or collaboratively.
- Follow oral and written directions.
- 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 that involves analysis, research, or decision support, such as those in business administration, economics, sociology, psychology, statistics, computer science, or a related field.

Experience

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

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