SANTA ROSA JUNIOR COLLEGE

TITLE	CLASSIFICATION	SALARY GRADE
RESEARCH ANALYST	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2012/13 CLASSIFICATION STUDY		Board Approved:

JOB DESCRIPTION:
Under general supervision, performs a variety of highly skilled professional work in conducting, designing, testing and implementing research projects District-wide; develops methodology for empirical and statistical studies; analyzes and provides interpretation of studies in written technical reports and oral presentations; may direct the work of other staff.

SCOPE:
The Research Analyst applies an advanced knowledge of research methodology as a project leader and technical expert in conducting and critiquing difficult and complex institutional research studies including the development and maintenance of research information systems.

KEY DUTIES AND RESPONSIBILITIES:
Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs research studies (including project scope, methodology, data sources and analytical strategy).

2. Selects, adapts, and applies appropriate research and statistical techniques to specific areas of study.

3. Collects data and develops procedures to organize code and enter data.

4. Constructs databases using applicable statistical software to retrieve and analyze data for accuracy and validity.

5. Plans, designs, and tests research instrumentation and evaluates data to assess reliability and validity of findings.

6. Utilizes current technology to support institutional research needs, governmental compliance and reporting requirements.

7. Designs surveys, interviews, and relational databases; conducts and/or oversees interviews and surveys to gather information for research projects.

8. Composes and edits research materials in a variety of formats, including but not limited to graphs and charts for research reports and presentations; composes graphs and charts to show changes in data over a period of time; prepares data for publication.

9. Writes technical reports to provide information, interpretation, and recommendations on research projects.

10. Communicates complex research methodology and results in written and oral format in formal and informal presentations.

11. Recommends data sources and database design as well as makes recommendations on all phases of research projects.

12. Participates in professional organizations and maintains current knowledge of federal, state, and local legislative actions that may have implications for research and evaluation programs for the District.

KEY DUTIES AND RESPONSIBILITIES – Continued

13. Assists in the development, implementation, and monitoring of the operating budget for the Office of Institutional Research.

14. Leads and oversees work for other classified staff.

15. Trains and supervises student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:
Be detail oriented while sustaining a global focus and vision for institutional planning and decision-making; understand complex academic standards and requirements, and administrative governance systems; plan, organize, and perform highly technical and complex research activities within defined deadlines; perform policy analysis to decipher the requirements for the institution; apply mandated regulations; work within the American Association for Institutional Research Code of Ethics; interpret research needs, requests, and questions; design sound research studies and draw sound conclusions; write technical reports; make oral presentations; communicate effectively in English both orally and in writing; represent the department professionally and effectively with other California Community Colleges and other professional organizations; maintain current knowledge of emerging technology trends and developments; maintain proficiency in using statistical software (such as SAS/SPSS) and mapping software; work independently with little direction as well as collaboratively; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:
Principles, practices and methodologies of educational research; current operating systems for computer and the Internet; various software applications including knowledge of database query software; survey development and scanning software; California Community Colleges MIS data elements; American Association for Institutional Research Code of Ethics; educational research methods as related to academic, testing, and administrative standards.

MINIMUM QUALIFICATIONS:
Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:
A Bachelor's degree in social/behavioral sciences, education, mathematics, or related field.

Experience:
Extensive experience in a research position, preferably in an educational environment with experience in projects requiring statistical/ analytical work. Previous experience directing the work of others.

Preferred:
Experience in a community college setting.

SPECIAL REQUIREMENTS:
Position requires prolonged video display terminal viewing and extended sitting.