SANTA ROSA JUNIOR COLLEGE

TITLE: Research Analyst

CLASSIFICATION: Classified

SALARY GRADE: C14

SCOPE OF POSITION:

Under general direction performs analytical support tasks utilizing computer systems, specialized software, and research methods. Designs and codes custom data queries from relational databases and applies statistical methods to interpret results. Creates and automates interactive data visualization software and trains colleagues on proper use and interpretation. Coordinates evaluation and recommendation processes for categorical and grant-funded student support programs. Performs environmental scans to provide data support for short- and long-range planning. May serve as lead worker on special projects.

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 and codes custom Structured Query Language (SQL) data queries from relational databases for unique (non-standardized) district requests.

2. Designs, builds, tests, maintains, and enhances various targeted data analysis and visualization programs for specific users within the District.

3. Oversees and supports dedicated research data servers.

4. Provides research of internal and external data for grant proposals and conducts subsequent evaluation reports.

5. Synthesizes and communicates trends and insights affecting the District for decision makers through data visualizations, reports, and presentations.

6. Develops and administers student/faculty surveys, analyzes data, and shares results in written reports and/or oral presentations.

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

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

9. Participates in professional organizations and maintains current knowledge of Local, State, and Federal legislative actions that may have implications for research and evaluation programs for the District.

10. May serve as lead worker to other classified staff.

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

KNOWLEDGE OF:

1. Principles, practices, and methodologies of educational research.

2. Current computer operating systems and web applications.

3. Various software applications including knowledge of database query software.

4. Survey development and scanning software.

5. Management information systems data elements in educational institutions.

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KNOWLEDGE OF – Continued

6.   American Association for Institutional Research Code of Ethics.

7.   Educational research methods as related to academic, testing, and administrative standards.

8.   Web accessibility tools and document remediation.

9.   Relevant local, state, and federal rules and regulations, policies and procedures.

10.   Applicable technology usage, including standard office productivity software and other appropriate technology.

11.   Maintain current knowledge of emerging technology trends and developments.

ABILITY TO:

1.   Work independently with minimal direction

2.   Understand academic standards and requirements, including administrative governance systems.

3.   Plan, organize, and perform technical   research activities within defined deadlines.

4.   Review and understand District policies to decipher the requirements for the institution.

5.   Interpret research needs, requests and questions.

6.   Design research studies and draw conclusions.

7.   Write technical reports.

8.   Make oral presentations.

9.   Serves as a department representative to California Community Colleges and other organizations.

10.   Maintain proficiency in using statistical software, such as Statistical Analysis System (SAS) or Statistical Package for the Social Sciences (SPSS), and mapping software.

11.   Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

12.   Communicate effectively, both orally and in writing.

13.   Exercise appropriate judgement in interactions with others and with work processes.

14.   Interact with the public in a helpful, courteous, and professional manner.

15.   Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in Computer Studies, Education, Mathematics, or a closely related field of study required.

EXPERIENCE:

3+ years of related experience conducting research required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.