

**TITLE: Research Analyst, Senior**

**CLASSIFICATION: Classified**

**SALARY GRADE: C16**

**SCOPE OF POSITION:**

Under general direction performs complex research and statistical analysis utilizing data manipulation tools, large databases and differing data sources, specialized software, and analytics platforms. Designs and codes custom data queries from databases and applies statistical methods to interpret results. Creates and automates interactive data visualization software and trains colleagues and District stakeholders 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 lead the work of other Classified Professionals in the area.

**DISTINGUISHING CHARACTERISTICS:**

The Research Analyst, Senior is distinguished from the Research Analyst by the increased level of independence and initiative expected and complexity of problem solving needed. This classification requires a comprehensive understanding of District and external systems, and applications related to data retrieval, analysis, and presentation. This classification is also responsible for coordinating and maintaining District data publications, such as the SRJC Fact Book.

**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 complex custom Structured Query Language (SQL) data queries from relational databases for unique (non-standardized) district requests.
2. Designs, builds, tests, maintains, and enhances complex 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. Trains and supervises student employees and may lead the work of other classified staff and short-term, non-continuing employees in the department.

## **TITLE: Research Analyst, Senior**

### **KNOWLEDGE OF:**

1. Principles, practices, and methodologies of survey development and educational research related to academic, testing, and administrative standards.
2. Current computer operating systems and web applications.
3. Management information systems data elements in educational institutions.
4. American Association for Institutional Research Code of Ethics.
5. Web accessibility tools and document remediation.
6. Relevant local, state, and federal rules and regulations, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology, including database query and scanning software.
8. Maintain current knowledge of emerging technology trends and developments.

### **ABILITY TO:**

1. Understand academic standards and requirements, including administrative governance systems.
2. Plan, organize, and perform technical research activities within defined deadlines.
3. Review and understand District policies to decipher the requirements for the institution.
4. Interpret research needs, requests and questions.
5. Design research studies and draw conclusions.
6. Write technical reports.
7. Make oral presentations.
8. Serves as a department representative to California Community Colleges and other organizations.
9. Maintain proficiency in using statistical software, such as Statistical Analysis System (SAS) or Statistical Package for the Social Sciences (SPSS), and mapping software.
10. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
11. Communicate effectively, both orally and in writing.
12. Exercise appropriate judgement in interactions with others and with work processes.
13. Interact with the public in a helpful, courteous, and professional manner.
14. 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:**

5+ 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](#).*