



**CLASS TITLE: RESEARCH AND PLANNING ANALYST**

**RANGE 44**

**SUMMARY:**

Under direction from an assigned manager, responsible for performing activities in support of a comprehensive institutional research program which includes designing, conducting, writing and presenting college-wide and districtwide research and evaluation studies; providing information and research for planning and evidence-based decision-making; supporting long-range planning functions, institutional effectiveness processes and assessment of short-term plans through collaboration, research and evaluation; and developing and maintaining databases and queries in support of research functions.

**ESSENTIAL FUNCTIONS:**

Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding the coordination of District research needs in planning, analyzing, and reporting for current studies, results of research, and related matters.

Makes recommendations to staff regarding directions the District should take in the areas of educational analysis, reporting and planning.

Extracts, verifies, compiles, analyzes and formats data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes.

Creates or customizes, to faculty staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects.

Designs survey forms and program them for scanning utilizing specialized computer software.

Performs qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects, and interpret findings in written reports and oral presentations.

Performs ad hoc queries and create reports from the college databases using a variety of computer languages, query tools, and report writers.

Develops and maintains a collection of data and reports to support program review, student learning outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements.

Helps to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long range goals.

Designs and performs quantitative and qualitative research and evaluation of Student Equity Plans and Student Success and Support Program core services, including orientation; assessment and placement; counseling, advising and other education planning services; and following-up services for at-risk students.

Assists with the preparation of Student Equity and SSSP reports by providing tabular, graphic and

statistical content, descriptions of analytical methods, and narratives of findings and conclusions. Participates in the development, administration, and maintenance of institutional research databases and automated reporting systems, which includes developing, coordinating and maintaining comprehensive institutional research databases, including a data warehouse; optimizing efficiency of the research function by identifying and automating repetitive tasks; partnering with internal departments to ensure the integrity of data; assisting in the development of automated enrollment reports; and performing related activities.

Utilizes advanced techniques and functions, including Microsoft SQL, Microsoft Access, Tableau and other data management and query software to develop, administer, and maintain institutional research databases, automated reporting systems, and complex queries and access the District's general enterprise databases.

Assists with grant-writing, particularly grant evaluation components.

Conducts and updates college environmental scanning and planning assumptions.

Directs or performs studies required for accreditation of the college and individual programs.

Manage projects, problem solve, facilitate group meetings, coordinate projects, and meet schedules and timelines.

Plan and lead the implementation of institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.

Lead the development and maintenance of complex database systems, a data warehouse, and a decision support system for institutional research purposes.

Analyze data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes.

Determine the appropriate methods for gathering, presenting, and reporting data regarding the operations of the District.

Oversee the creation or customization, to faculty staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects.

Assist in the development and maintenance of a collection of data and reports to support program review, student outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements.

Provide support, technical assistance, and consultation related to research reports, data analysis, surveys, and special research projects to administrators, faculty, staff, students, community members, and external agencies.

**SECONDARY FUNCTIONS:**

Utilize principles of sampling methodology to identify stratified random cohort groups for survey dissemination.

Represent Office of Institutional Research and Planning on committees and interface with members to address research needs.

Use online databases or subscription databases (e.g. National Student Clearinghouse) to obtain needed data.

Use internet publishing and programming to update and maintain institutional research Data-on-Demand system and website data, charts/tables, and document.

Administer and develop online survey forms and data collection process.

Other duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Methods, practices and procedures for planning and conducting experimental and quasi-experimental research in Higher Education.

Knowledge of assessment of student learning outcomes.

Parametric and non-parametric statistical methods and terminology.

Windows-based PC computers and software for use in word processing, spreadsheets, charting.

Specialized research-related software, for example, SPSS (Statistical Package for the Social Sciences), SAS and R or related software.

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping and statistical techniques.

**ABILITY TO:**

Communicate complex ideas clearly and concisely in writing and in oral presentation.

Read, interpret, and explain research findings.

Collect, analyze, and interpret data from a wide variety of sources.

Work independently and think creatively on research problems.

Work cooperatively as a team member with other research and college staff involved in research projects and other related activities.

Work effectively with college personnel, other agencies, and the public.

Create, develop and maintain computer databases.

Balance multiple priorities under strict timelines.

Maintain accurate and complete records.

Maintain confidentiality and discretion in work activities.

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience equivalent to: a bachelor's degree in a field requiring expertise in statistical applications, including multiple-regression methods and analysis of

variance, as well as research design; and two years of professional experience in planning and conducting industrial, organizational, or educational research projects. Graduate level coursework in statistical analysis, including multiple-regression methods, analysis of variance, as well as research design is desirable and may substitute for two years of experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to qualify for district vehicle insurance coverage.

**WORKING CONDITIONS:**

Typical office environment.