

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Title III/STEM Institutional Research Analyst

Department: Institutional Research and Planning

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 53

Supervision Received From: Senior Director, Research, Planning, Institutional Effectiveness, and Grants

Original Date: December, 2012

Supervision Given: N/A

Last Revision: May, 2014

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for performing activities in support of a comprehensive institutional research program which includes designing, conducting, writing and presenting College-wide 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 student learning outcomes through collaboration, research and evaluation; and developing and maintaining databases and queries in support of research functions.

DISTINGUISHING CHARACTERISTICS.

The Title III/STEM Institutional Research Analyst applies an advanced knowledge of research methodology in conducting complex institutional research studies and in the development and maintenance of research information systems, including databases. The Title III/STEM Institutional Research Analyst applies knowledge and skills in research methodology and analysis, performing all phases of research, assessment, and evaluation studies, including problem definition, study design, data collection, analysis, interpretation and presentation of findings. The Title III/STEM Institutional Research Analyst consults with the campus community to determine research needs and present research findings. The Title III/STEM Institutional Research Analyst is distinguished from the Senior Institutional Research Analyst as it is not responsible for managing or coordinating specific or identified research functions within the office of Institutional Research and Planning.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may vary depending upon the specific assignment. General responsibilities include, but are not limited to, the following:

1. Organizes, designs, and implements all phases of research and evaluation studies including selecting appropriate research designs, collecting and analyzing data, preparing narrative and statistical reports, and presenting research results to various audiences.
2. Provides technical and analytical support related to institutional efforts to assess student learning outcomes.

3. Conducts survey research, including design and administration of surveys using various media.
4. Using univariate and multivariate statistics, collects, analyzes and presents information from multiple sources such as surveys, focus groups, management information systems, studies and reports from internal offices and external agencies; interprets research findings and communicates findings to audiences with varying levels of understanding and knowledge about institutional research.
5. 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.
6. Develops, uses, and maintains query tools and templates for accessing the College's general databases.
7. Prepares information and reports with accompanying tabular, graphical, and statistical contents; descriptions of analytical methods used; and narratives of findings and conclusions for internal and external agencies.
8. Conducts meetings as appropriate to provide for proper coordination of activities and communication of new developments.
9. Provides updates and posts to the department's website as needed.

Responsibilities specific to the research design and evaluation assignment include:

1. Provides technical and analytical support related to the College's strategic and master planning efforts, which includes generating enrollment forecasts, conducting studies of growth, and performing internal and external scans.
2. Provides technical and analytical support for the College's matriculation process.
3. Collects, analyzes, and assembles information for annual publication of statistical data of the College and its student body.
4. Provides technical and analytical support for planning councils, divisions, committees, departments, and faculty.

Responsibilities specific to the systems analyst assignment include:

1. Utilizes advanced techniques and functions, including Microsoft SQL, Hyperion BrioQuery, 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.
2. Develops appropriate user interfaces, software reporting tools, and forms and utilizes Excel and related software to facilitate the organization and presentation of data across the District.
3. Assists in the development of automated reports and data displays, including enrollment reports, student success and retention rate reports, and data for program review.
4. Executes ongoing and special requests for data and information involving the aggregation, analysis, and reporting of data extracted from internal relational and external databases.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Research methods including study design and data collection techniques.
2. Qualitative and quantitative (univariate and multivariate) research and planning methods and techniques.
3. Advanced statistical procedures, processes, and models related to sampling and projection.
4. Matriculation processes, objectives, policies, and regulations.
5. Relational database principles and development and maintenance procedures.
6. Data reduction and display techniques.
7. Data analysis, spreadsheet, database, word processing, presentation, and web authoring software.
8. Customer service principles and practices, including the use of tact, patience, and courtesy.
9. Community college organization, operations, policies, and objectives.
10. Applicable Federal, State, and local codes, laws, and regulations.

Skill in:

1. Conducting extensive and technical research and evaluation tasks utilizing appropriate statistical methods.
2. Recognizing and applying proper research design.
3. Designing, developing, and implementing comprehensive research projects.
4. Reading, interpreting, and explaining plans and research findings.
5. Designing, implementing, documenting, and maintaining comprehensive databases.
6. Using a computer and related software applications.
7. Collecting and analyzing data.
8. Gathering, analyzing, and interpreting data from a wide variety of sources.
9. Creating, developing, and maintaining databases.
10. Communicating clearly and concisely, both orally and in writing.
11. Establishing and maintaining cooperative and effective working relationships with others.
12. Handling difficult situations.
13. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
14. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
15. Analyzing situations accurately and adopting effective courses of action.
16. Working independently with little direction.
17. Preparing reports by compiling and organizing data from a variety of sources.

18. Maintaining accurate and complete records.
19. Maintaining confidentiality and discretion in work activities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience involving data-driven analysis, such as research, database design and development, data analysis, systems analysis, or similar fields.

Education/Training:

Equivalent to a Bachelor's degree from an accredited institution in social science research, information science, behavioral science, computer science, or mathematics, or a related discipline.

Preferred Qualifications:

Both assignments:

- Experience in a higher education, social science, or a related environment.

Research design, analysis, and evaluation assignment:

- A bachelor's degree in a research-oriented discipline.
- Two or more years of full-time equivalent experience in research methods and analysis.

Systems analyst assignment:

- A bachelor's degree in computer science or mathematics.
- Two or more years of full-time equivalent experience in database design and methodology.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.

TERMS OF EMPLOYMENT.

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.