



Classification Title: Principal Institutional Research Analyst

Department:	Institutional Research and Planning	EEO6 Code:	1
Employment Group:	Administrative Association (Classified Administrator)	Salary Grade:	60
Supervision Received From:	Senior Director, Research, Planning, Institutional Effectiveness and Grants	Date of Origin:	10/2018
Supervision Given:	None	Last Revision:	10/2018

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 by individual positions.

JOB SUMMARY.

Oversees and participates in the work of professional staff engaged in design, organization and implementation of a variety of institutional research studies, surveys, forecasts and scans; individually or with other analysts, meets with individuals and groups to facilitate formulation of research proposals and study objectives; individually conducts or oversees and provides guidance in carrying out assigned institutional research projects; develops research findings and results and prepares and presents reports to a variety of audiences; develops, coordinates and administers an institutional research data warehouse, research databases and data access tools; oversees or responds to requests for data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS.

Principal Institutional Research Analyst performs the most difficult and complex work of the Institutional Research Analyst classification series. The classification is additionally distinguished from other classes in the series by its provision of technical oversight and work direction to Institutional Research Analysts.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides work direction and technical research guidance to other Institutional Research Analysts on research design, methodology and analysis techniques; provides orientation and training to new staff; reviews work products and provides input and recommendations to staff on research projects and reports; provides input to the Senior Director, Institutional Research, Planning, Institutional Effectiveness and Grants regarding employee performance evaluations.
2. Assists in planning projects and activities of Institutional Research and Planning staff; participates in developing the unit's research calendar and project priorities, coordinating research and developing and administering research data acquisition and databases; tracks progress of research projects.
3. Conducts institutional research projects including studies, assessments, evaluations, surveys, scans and other projects; meets with planning councils, committees, administrators, faculty and others to conceptualize research questions, formulate research objectives and/or hypotheses, determine appropriate methodologies and tools, define internal and external data requirements and agree on analytical techniques; exercises project responsibility from design through data collection, analysis, interpretation and preparation of findings; applies applicable research standards to ensure data integrity and reliability; drafts narrative, graphical or statistical research reports of findings and conclusions; presents research results in written and oral formats appropriate to varying audiences and for differing purposes; provides information and analyses for use in research-based decision-making and planning at various District levels.

4. Develops, administers and maintains institutional research databases and automated reporting systems using advanced techniques and functions such as Microsoft SQL and Hyperion Brio Query; develops, coordinates and maintains comprehensive institutional research databases and a data warehouse; researches, identifies and imports needed data from external sources to meet research requirements; develops and uses automation tools to streamline repetitive tasks and verify data integrity; develops, uses and maintains complex queries and query tools and templates to access the District's general enterprise databases.
5. Develops and uses software and software tools in the development of automated reports and data displays; extracts, aggregates, integrates, organizes, analyzes and presents data from internal and external sources in response to standard and ad hoc requests for use for a variety of District purposes; interprets data and develops and communicates findings to meet the needs of a variety of audiences; posts data to the District website as necessary.
6. Interacts with the California Community Colleges Chancellor's Office staff regarding data policies, expectations, methodologies and practices.
7. Provides advanced technical and analytical support for the District's matriculation process and in support of instructional grants.
8. Manages and maintains all schedule planning tools used by the Instructional Services division.

Marginal Functions:

1. Works with vendors under contract to provide research and data services such as surveys and employment data on data requirements and on data quality and integrity issues.
2. Presents papers and makes presentations at regional and state forums and organizations on institutional research projects.
3. Stays abreast of new trends and innovations in the field of institutional and social science research.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Five years of professional institutional or social science research including responsibility for research design, methodology development, data collection, analysis and reporting.

Education/Training: A master's degree from an accredited college or university in social or behavioral science, statistics, mathematics, computer science or a related field.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

A doctoral degree from an accredited college or university in social or behavioral science.

Knowledge of:

1. Theory, principles, methods and techniques of institutional and social science research.
2. Principles and practices of survey development, design and dissemination.
3. Theories, principles, methods and techniques of statistical analysis, including univariate, multivariate, descriptive and inferential statistics.
4. Statistical analysis procedures including statistical research packages such as SPSS.
5. Data reduction and display techniques.

6. Principles, practices and methods of administrative, organizational and management analysis.
7. Federal, state and local laws and regulations applicable to areas of responsibility, including the California Education Code.
8. Customer relationship management and internal consulting concepts and practices.
9. Project management principles, practices and procedures applicable to assigned areas of responsibility.
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
11. Higher education matriculation processes, objectives, policies and regulations.

Skill in:

1. Planning, organizing and conducting comprehensive institutional research programs, including the design and implementation of archival, evaluation and survey research using quantitative and qualitative methods.
2. Identifying, investigating and defining research questions, issues and problems and locating sources of data to meet research needs and requirements.
3. Developing and maintaining research databases and information tools and reporting systems.
4. Working collaboratively with individuals and groups to define research objectives, determine appropriate methodologies and conduct research and study projects.
5. Reading, interpreting, explaining and applying pertinent laws, codes, rules, regulations and policies applicable to areas of responsibility.
6. Presenting research findings clearly, logically and in a meaningful and understandable form appropriate to the audience and purpose.
7. Preparing clear, concise and comprehensive reports and other documents in various formats.
8. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with sound social science research principles and applicable laws, regulations, rules and policies.
9. Setting priorities and working independently with limited direction.
10. Presenting proposals and recommendations clearly, logically and persuasively.
11. Operating a computer and standard business software including word processing, spreadsheet, database and presentation applications.
12. Using tact and diplomacy in dealing with sensitive and complex issues, situations and individuals.
13. Representing an employer effectively in dealings with outside organizations.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Maintaining the confidentiality of information.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in an office or near a front counter where the noise level varies from quiet to moderate;

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 10 pounds. Regularly travels to locations throughout the District.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.