

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **DIRECTOR OF RESEARCH, PLANNING, AND INSTITUTIONAL EFFECTIVENESS**

### **Range 19**

#### **CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*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.*

#### **SUMMARY DESCRIPTION**

Under general administrative direction of the College President, plan, implement, and direct college-wide research, planning, and institutional effectiveness initiatives and projects; exercise leadership and work collaboratively with the Vice Presidents of Academic Services, Student Services, and Administrative Services in organizing, designing, and implementing various research, planning, and institutional effectiveness projects; manage and be accountable for all departmental operations; evaluate organizational needs on an ongoing basis to improve on and develop new strategies and opportunities to measure and improve upon institutional effectiveness.

#### **MANAGEMENT RESPONSIBILITY**

The Director of Research, Planning, and Institutional Effectiveness is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The position, under the supervision of the College President, is responsible for the satisfactory completion and coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. This position involves direct collaboration with Vice Presidents to coordinate the design and implementation of comprehensive research, planning, and institutional effectiveness projects and initiatives for the College. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide committees.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide leadership, plan, organize, manage, and direct the operations and activities of a college-wide research, planning, and institutional effectiveness program; perform a full range of general administrative responsibilities in managing departmental operations.
2. Coordinate closely with the Vice Presidents of Academic Services, Student Services, and Administrative Services in organizing, designing, and implementing comprehensive research, planning, and institutional effectiveness projects and initiatives.
3. Manage the development and implementation of departmental long- and short-range goals, objectives, and priorities; develop and administer program policies and procedures.
4. Develop, manage, and be accountable for assigned budgets; administer and oversee all related fiscal activities; monitor expenditures.

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5. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, develop, and discipline personnel according to established policies and procedures.
6. Plan, design, and consult with others on a variety of projects relating to College institutional and program evaluation, effectiveness, and decision-making; develop and implement appropriate data collection, analysis, and presentation methodology for studies and projects; develop and perform planning, research, and analysis; prepare assigned data reports; respond to various ad hoc requests for information from agencies and organizations; complete forms according to established procedures.
7. Develop and coordinate a systematic and integrated institutional planning process aligned with accreditation and incorporating other planning-related elements including fiscal management, enrollment management, personnel, matriculation, program review, educational and facilities master planning, basic skills, grant and resource development and support, and compliance and accountability reporting.
8. Monitor the development, implementation, and evaluation of all institutional plans including those related to educational and facilities master plan, technology, SSSP (matriculation), equity plan, basic skills, and student and staff equity; support and coordinate the development and maintenance of an institutional strategic planning process including long-range planning.
9. Support instructional and student services program reviews by providing internal and external data and customized research as necessary; coordinate the administrative unit program review process; assist in and provide support for the development, implementation, and evaluation of the program review process.
10. Support and assist in the development, implementation, assessment, and evaluation of institutional student learning outcomes.
11. Prepare analyses and studies of College and community demographics, population projections, staffing reports and projects, and annual FTES projections and updates.
12. Collect, analyze, and assemble information for annual publication of statistical data of the College and its student body; collect information from various internal offices and external agencies and reassemble and analyze information as needed.
13. Provide data and analysis for College, state, and federal accountability measures; ensure compliance with Federal and State laws and local policies as appropriate.
14. Develop, administer, and analyze surveys including those related to student satisfaction, campus climate, accreditation, and the community.
15. Guide College personnel in the collection, analysis, and reporting of data for various matters including compliance and College planning; provide training and assistance for faculty and staff in the development, implementation, assessment, and evaluation of institutional effectiveness measures.
16. Provide data and analysis to support resource development and grant applications, implementation and follow-up reports as necessary.
17. Promote research projects and services; encourage collaboration, teamwork and positive working relationships among administrators, faculty, staff, and community leadership; communicate with the College and District staff and outside organizations to acquire and provide information and data, coordinate activities, and conduct research.

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18. Represent the College in District, community, government, and professional organizations as appropriate; serve on District and College committees, task forces, and other groups and provide assistance and technical data to College staff and faculty as needed; direct and coordinate institutional research information exchanges with other institutions; make presentations to large and small groups.
19. Develop and maintain the College research, planning, and institutional effectiveness web site; work with District Information Technology Systems to develop, maintain, and enhance the institutional research database.
20. Attend and participate in professional group meetings; maintain current knowledge of community college education, college and community characteristics, and trends; maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to institutional assessment, research, planning and accreditation; keep the College and administration informed; incorporate new developments as appropriate.
21. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Methods and techniques of leadership and management.
2. Principles and practices of program development and administration.
3. Principles and practices of budget preparation and administration.
4. Principles of supervision, training, and performance evaluation.
5. Operations, services, and activities of a comprehensive research, planning, and institutional planning program in higher education.
6. The education process, instruction, role of faculty, curriculum, student services, student learning outcomes, and accreditation.
7. Advanced principles, practices, procedures, theories, models, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
8. Quantitative analysis including descriptive statistics, inferential statistics, and multivariate analysis.
9. Qualitative analysis including policy analysis, focus group research, project/organizational evaluation studies, protocol development for qualitative interviewing, and case study analysis.
10. Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
11. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, desktop publishing, presentation graphing, and relational database management software; software packages (such as SPSS, BrioQuery, etc.) applicable to various projects.
12. Pertinent federal, state, and local laws, codes, and regulations including local, state, and federal laws, regulations, restrictions, and requirements related to area of assignment.

**Ability to:**

1. Develop, coordinate, manage, direct, and provide effective leadership for the Research, Planning, and Institutional Effectiveness Department.
2. Plan, organize, design, coordinate, supervise, and conduct research, studies, and surveys related to assessment, planning, and evaluation of College programs as well as planning and institutional effectiveness projects.

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3. Oversee and participate in the development and implementation of policies, procedures, goals, and objectives for assigned areas.
4. Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
5. Plan, organize, direct, and coordinate the work of assigned staff.
6. Research, compile, analyze, and interpret information and data; collect, organize, and analyze data from reports utilizing spreadsheets and statistical programs; prepare assigned data reports.
7. Prepare analytical reports, proposals and other written plans for the College, District, Board of Trustees, Chancellor's Office, and other outside agencies.
8. Prepare and give public presentations to large and small groups.
9. Work effectively within a participatory governance environment.
10. Promote creativity and innovation in the development of research projects and services within the Research, Planning, and Institutional Effectiveness Department.
11. Successfully represent the College and District.
12. Interpret, apply, and explain District and College policies and legal regulations and requirements.
13. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
14. Operate office equipment including computers and supporting word processing, spreadsheet, database applications and current software used in data analysis.
15. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
16. Communicate clearly and concisely, both orally and in writing.
17. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

A Master's degree from an accredited college or university with major course in a field requiring expertise in statistical applications.

**Experience:**

Four years of progressively responsible experience in the design, planning, research, and conduct of related studies including two years of program administration that includes program and budget development, oversight, administration, and review.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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**APPOINTMENT**

The Director of Research, Planning, and Institutional Effectiveness shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Recommended to the Board of Trustees: January 19, 1999

Adopted by the Board of Trustees on: January 19, 1999

Effective: January 20, 1999

Revised by Board of Trustees on December 5, 2017

Effective: December 6, 2017

Job Family: Classified Administrator/Management