

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SENIOR RESEARCH AND PLANNING ANALYST

*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 direction of the Director of Research, Planning and Institutional Effectiveness (R-PIE), oversees and participate in complex projects using advanced social science research principles, methodologies, and statistical analysis in support of the College's research, planning, and institutional effectiveness agenda; design and execute complex data querying, data collection, and analysis; ensure accuracy and integrity of institutional data used for research, analysis, and reporting; collaborate with the district ITS on the development, maintenance, and enhancement of the institutional research database and data sources; as needed, provide work direction to other office staff to accomplish the objectives of the office.

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. Oversee and participate in the more complex work of the department by designing study methodologies and performing quantitative and qualitative research on priority projects and initiatives; assist in developing and managing the department's research agenda.
2. Provide support for relevant college-wide strategic research and planning activities related to student success, governance, and institutional effectiveness.
3. Collaborate with various campus constituencies in identifying research needs and disseminating results; facilitate dialog regarding how to interpret results and use research findings in decision-making processes to effect desired change in outcomes.
4. Communicate complex research methodology and results in written and oral format in formal and informal presentations. Coordinate the work of employees in documenting research protocols and processes related to program and area review, survey research, and data analysis.
5. Provide support for college planning and accreditation; participate in determining the implications of college practices, policies, measures and procedures and contribute to decision making on courses of action.
6. Provide technical expertise to the office, including current software practices, provision of advanced technical/institutional research data set information, research design, program evaluation, and statistical analysis techniques; collaborate with office leadership to provide training and guidance to other research and support staff.
7. Build and manage complex data visualizations and dashboards by utilizing business intelligence tools (e.g., Tableau, Power BI).
8. Prepare end user technical documentation and instructions related to the institutional research's information systems, database, and data tables; verify accuracy, validate definitions, document analysis methodologies and research results.
9. Independently conduct a variety of activities in the research, collection, analysis, interpretation, and reporting of data and statistics to provide information and assistance for institutional/program planning and decision making.
10. Provide work direction, technical research guidance, and training to other research and support staff, including professional experts, consultants and contractors, interns, and student assistants.

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11. Coordinate, plan and review the work of staff responsible for implementing research and data related to program review, assessment validation and research, program evaluation, environmental scan, as well as any other projects in support of student success, equity, and institutional effectiveness.
12. Provide research support for Federal/State (e.g., IPEDs) and accreditation (e.g., ACCJC Institutional Self-Evaluation Report) reporting; write and provide technical and editorial assistance in the writing and publishing of special reports and publications; complete surveys and reports required by external public and private agencies; provide research support to grant applications and existing grants as required.
13. Collaborate and communicate with faculty, administrators, and classified professionals to provide research, analysis, and reporting of institutional data; analyze research results and develop requested reports.
14. Collaborate with the district ITS on the development, maintenance, and enhancement of institutional research database and programmatic data sources.
15. Represent the office in varied settings, including shared governance committees, to support the campus planning, research, and institutional effectiveness efforts.
16. Coordinate and participate in the development and design of the office website; publish research information to website.
17. Learn and apply emerging technologies and research tools (e.g., computer software applications) as needed to perform duties in an efficient, organized, and timely manner.
18. Participate in professional organizations, conferences, and workshops to keep informed of current ideas, research, and practices related to area assignment.
19. 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 and expertise in:

1. Advanced data management and project management.
2. Principles of database design, maintenance, and enhancement.
3. Data querying and programming (e.g., SPSS and relational database software, including BrioQuery, SQL, etc.) to analyze complex statistical, demographic, and other educational data to support decision making and planning.
4. Data visualization and dashboard software (e.g., Tableau, Power BI)
5. Quantitative and qualitative educational research design principles and methods; data collection and coding methods.
6. Principles of lead supervision and training.
7. Operations, services, and activities of institutional research program.
8. District organization, operations, policies, terminology, rules, programs, and objectives.
9. Statistical procedures and research methods including those related to sampling, projections, significance, and distributions.
10. Principles and practices used in the development and implementation of survey instruments and techniques.
11. Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including statistical, word processing, advances spreadsheet, and database management applications.
12. Principles and procedures of complex data management and reporting.
13. Principles and practices of statistical and administrative report preparation.
14. Use of presentation graphics to present complex data to a variety of non-technical and technical audiences.
15. Principles and practices used to establish and maintain files and information retrieval systems.

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16. Work organization principles and practices.
17. Interpersonal skills using tact, patience, and courtesy.
18. Community college programs, services, and organization.

Ability to:

1. Coordinate, organize, and review the work of staff in the R-PIE office.
2. Lead a variety of professional, technical, and analytical institutional research duties.
3. Analyze requirements, recommend research design and analytical strategies, and execute complex statistical analyses.
4. Identify, evaluate, and solve complex research design and analysis problems.
5. Assist in planning, organizing, and directing complex projects requiring multiple tasks and input from a variety of sources.
6. Working 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.
7. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
8. Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
9. Perform statistical research and analysis work of a specialized nature involving the use of independent judgement and personal initiative.
10. Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
11. Use the Internet and Web-based software for research tasks
12. Develop and implement a comprehensive research design and methods with specific timelines.
13. Access, download, consolidate, and analyze data from District information systems.
14. Compile data and prepare and present administrative, analytical, and technical reports and recommendations to variety of non-technical and technical audiences.
15. Prepare clear and concise oral and written reports both narrative and statistical.
16. Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.
17. Work collaboratively, congenially, and effectively with diverse group of staff to encourage support, and provide information related to institutional research.
18. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
19. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
20. Plan and organize work to meet schedules and changing deadlines
21. Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
22. Adapt to changing technologies and learn functionality of new equipment and systems.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and racial/ethnic backgrounds of students and college community.

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business administration, economics, sociology, statistics, education, the social sciences, or a related field that included coursework in research methods and statistics.

An advanced degree involving research design and statistical analysis is highly desirable.

Experience:

Five years of increasing responsibilities and experience working with institutional research and planning functions with at least two years performing duties comparable to a Research Analyst with Chabot Las Positas Community College District.

Successful experience collaborating with others in determining educational effectiveness and operational efficiency of various institutional-level programs and services

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 movements and fine coordination including use of computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on November 14, 2023
Effective: December 1, 2023
Job Family: Technical - Paraprofessional