San Diego Community College District
CLASSIFICATION DESCRIPTION

Title: **Research & Planning Analyst**

Unit: **Supervisory and Professional**

DEFINITION

Under the direction of the Director, Institutional Research, assist in the planning, organization, development, and coordination of the Districtwide Research function. Prepare research designs, conduct studies, perform analysis, prepare reports and initiate special projects to support institutional and campus based decision-making. Provide technical leadership and analytical support to faculty, administrators and classified staff to reinforce data-driven decisions that advance the Districtwide goal of fostering a stronger culture of evidence and assist faculty in developing and measuring student learning outcomes.

EXAMPLE OF DUTIES

1. Assist the Director, Institutional Researcher to plan, organize, develop, and coordinate the District and campus based Research Programs (e.g. Student Learning Outcomes).

2. Prepare research designs, initiate special projects to support institutional and campus based decision-making. Assist in the development of and refinement of projection models in areas needed by the District and campuses.

3. Participate on, and provide research assistance to District and campus based committees. Provide technical and analytical support and leadership to departments, committees, faculty, staff, and administrators.

4. Provide leadership and direction for department and support personnel assigned in the program. Partner with faculty, staff and administrators in support of department functions.

5. Answer complex research questions and present research data and analysis in an understandable fashion to the stakeholders.

6. Coordinate research activities and priorities with appropriate agencies, State Chancellor's Office, and other districts.

7. Support Campus Leadership to plan, organize, direct, and coordinate the preparation of the evaluation component of Matriculation. Design and conduct evaluations for non-instructional programs. Provide technical assistance in course/program assessment.

8. Review, analyze, summarize, and make recommendations on all legislation pertaining to research and evaluation; determine potential impact on the District and campuses.

9. Operate a computer using special software to conduct studies and prepare reports, create transitional files; restructure, aggregate, recode and write syntax or macros.

10. Continue professional development to meet the demands of a continually changing learning environment. Maintain on-going cross-training in the community of research.

11. Design survey instruments and coordinate a variety of surveying activities; summarize and analyze results.

12. Assist in technical coordination, development and transition of comprehensive databases and productivity tools, to more current/effective technology.

13. Screen, interview, and make recommendations regarding the hiring of hourly technical writers. Train and supervise hourly support staff.

14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Advanced research techniques and methodologies, including both quantitative and qualitative research methods.
Applicable sections of State Education Codes.
Basic Principles of employee training and supervision.
Computer data management and analysis applications.
Computer operation and software and statistical packages related to research and analysis including SPSS and SAS
Correct English usage and strong report writing and presentation skills.
District-wide organization, operations, policies, goals and objectives.
General principles of budgeting and accounting.
Intermediate and advanced research techniques and methodologies, including both quantitative and qualitative research methods.
Principles, practices, and methods of administration and management, including management analysis.
Principles of classroom based research methods particularly student learning outcomes.
Principles of statistical analysis.
Principles of survey design and techniques.
Project and research planning and design, data collection, analysis, report preparation and presentation of results.
Project management techniques.
Research design, including literature review and synthesis, and comprehensive report preparation with respect to purpose, method, analysis, results, and recommendation.
Salient issues and current methodologies in post-secondary educational research such as transfer, matriculation, accreditation, and institutional research.
State and legislative mandated reporting requirements as applicable.
Statistical and database management.
Strong oral and written communications skills.
State Report 320 and 321 and its relation to FTES targets by college, revenue generation and audit issues.
Use of computer applications for on-line background and literature review search.

Skills and Abilities:

Advanced in Microsoft Access and Excel, and various web applications.
Analyze situations and adopt an effective course of action.
Communicate effectively both orally and in writing.
Conduct background and literature reviews.
Design and administer questionnaires and research instruments.
Detail orientated.
Develop, evaluate, and effectively present alternative recommendations.
Establish and maintain effective and collaborative working relationships with others.
Evaluate and make recommendations in operations, systems, procedures, policies, and methods.
Independently initiate research studies and reports including the design, collection, organization, analysis, coordination and development of research.
Interpret and explain laws, rules, policies and procedures.
Meet schedules and timeliness.

Perform statistical and qualitative analyses.
Prepare written analysis, recommendations, and complex reports.
Proficient in the use of complex software programs designed to import, manipulate and organize large databases (e.g., SPSS, SAS).
Reason logically and creatively.
Research and analyze data and information.
Train and supervise personnel.
Work confidentially with discretion.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree from an accredited college or university with an emphasis on research or management, and four years of professional level experience coordinating the research, study and analysis of management, budget, administrative, organizational, functional or procedural problems, and displayed experience using SPSS, SAS. Advanced degree and experience in post-secondary institutions preferred.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.