CLASSIFIED JOB DESCRIPTION

SENIOR RESEARCH & PLANNING ANALYST
SEIU LOCAL 1021 Salary Range 123
Job Code: 1074

CLASS PURPOSE

Under general direction of the College President, the Senior Research and Planning Analyst leads, designs, develops, and conducts highly complex projects using advanced social science research principles, methodologies, and statistical analyses in the college's institutional effectiveness, research and planning agenda. The analyst provides data and information regarding student learning outcomes (SLO), performance accountability measures, and climate surveys for use in institutional evaluation and improvement, college planning and evidence-based decision-making. The analyst is responsible for managing all institutional research activities, including those activities to support program review, improve student retention and success, and support accreditation and grant initiatives.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates with college leadership to implement and manage a campus-wide strategic research and planning agenda including implementation of program reviews, college planning activities, accreditation, institutional grants, organizational change initiatives, and decision making processes related to student success, governance, and institutional effectiveness. Anticipates the research, general information, planning, and evaluation needs of the College and identifies and recommends research projects based on those needs.
- Conducts broad-scale and highly complex institutional research projects and studies; exercises project responsibility and management from conceptual design and problem definition/hypothesis development through data collection, analysis, interpretation and

findings; organize and present research-based information, analysis, and interpretation clearly and effectively in narrative, tabular, graphical and oral modes. Disseminate research findings effectively to the campus community.

- Provides guidance, training, and technical assistance to faculty, administrators and staff during program reviews and annual planning; generates appropriate research instruments and analyses for programs to interpret and present data in their final program reviews and annual plans.
- Identifies and obtains required data resources; coordinates program-specific data collection to ensure data integrity and reliability; designs web-enabled, and other survey forms using specialized software.
- Designs systems, tools, dashboards, visualizations, and portals to extract, collect, analyze, merge and report on data and information related to academic programs, curriculum, enrollment management, student demographics and outcomes, matriculation, assessment and other relevant data; extracts, transforms, and loads longitudinal database files from several sources such as district student and financial information systems, California Community College Chancellor's Office Management Information System (MIS), California Employment Development Department (EDD), and the Integrated Postsecondary Education Data System (IPEDS).
- Writes and provides technical and editorial assistance in the writing and publishing of special reports and publications; completes surveys and reports required by external public and private agencies; provides research support to grant applications and existing grants as required.
- Collaborates with faculty and campus leadership to integrate SLO assessments into instructional improvement, institutional evaluation, and college planning activities and decision-making; develops and presents assessment options and advises faculty and college leadership on their efficacy.
- Provides work direction, technical research guidance, and training to other research and support staff; supervises professional experts, consultants and contractors, interns, and student assistants.
- Develops, coordinates, and presents in-service professional development on various topics including SLO assessment, program review and planning, recent research findings, data literacy, data collection techniques, and other topics as necessary.
- Collaborates with the institutional research and planning community to ensure the college remains current in the latest trends in research and data acquisition for the community college system.
- Analyzes research data and findings of other agencies and translates their implications and limitations as they pertain to the college; conducts literature reviews; analyzes trends in community college education, college and community characteristics, and anticipates planning and information needs.
- Evaluates and develops recommendations for policies, procedures, and systems based on analysis of current and proposed programs and practices.

- Represents research, planning and institutional effectiveness on various governance committees and institutional projects. Provide leadership on college committees in tasks related to enrollment management, institutional effectiveness, planning, program evaluation, program review and accreditation.
- Coordinates the development and design of the office website; publishes research information on the site.
- Collaborates with the PCCD Office of Institutional Research and other PCCD campus researchers regarding research needs, current studies, results of research and related matters.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree in statistics from an accredited college or university, or Bachelor's Degree in one of the disciplines in social science with an emphasis on research and five (5) years of responsible and professional experience in data analysis and interpretation, survey research, evaluation research and grant writing; or an equivalent combination of qualifying training and experiences which demonstrates the ability to perform the duties of the position

  OR

  Possession of a Master's Degree in statistics or one of the disciplines in social science with an emphasis on research and three (3) years of professional experience in research, data analysis or qualifying training and experience.

- Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets, and database management software programs (MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint), SPSS, SAS, SQL, presentation graphics software and desktop publishing software.
- Knowledge of general processes and procedures related to community colleges and pertinent Federal, State and local codes, laws and regulations.
- Ability to perform institutional research and prepare accurate and comprehensive written reports and proposals, make effective oral presentations, and analyze data using statistics
- Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta College' students, faculty, staff and community.
- Excellent oral and written communication skills.
- Ability to work effectively with management, faculty and staff.
- Ability to use the internet.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree in statistics from an accredited college or university, or Master's Degree in one of the disciplines in social science with an emphasis on research.
- Experience working in a community college.
- Knowledge of applicable federal and state regulations and guidelines, District policies and procedures as it pertains to research data collection.
- Experience with Peopelsoft and Oracle Business Intelligence Enterprise Edition (OBIEE).

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

MENTAL REQUIREMENTS

- Flexibility in responding to multiple demands

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Computer and appropriate peripheral equipment
- Standard office machines and equipment
- Telephone

Revised: N/A