

RESEARCH 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; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

This position performs a variety of professional, technical and analytical activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning and other measures of institutional effectiveness; designs, develops and conducts institutional research and analysis projects and activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Performs a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning.
2. Receives and evaluates requests for data, statistical analysis, research projects and studies; prepares requests for processing; arranges and maintains project schedules and timelines; designs strategies to complete assignments; and analyzes and compares a variety of data.
3. Designs, develops and conducts institutional research and analysis projects and activities in support of areas such as instructional performance, program review, placement instruments, assessment and professional development; prepare and conduct related surveys and instruments.
4. Provides technical support and assistance to staff, faculty, administrators and other concerning institutional effectiveness and related data and statistics; responds to inquiries and provides technical information concerning related projects, reports, research, practices, policies and procedures.
5. Reviews, analyzes and arranges data according to project and study specifications and requirements; reviews a variety of data to assure accuracy and completeness; prepares statistics, researches data and reports for distribution and disseminates to appropriate personnel.
6. Collaborates with staff, faculty and administrators in the design, development and implementation of research projects; advises personnel and other concerning research design, survey development and test validation; assists College staff with conducting classroom research projects.
7. Reviews, analyzes and provides recommendations concerning orientation, pre-requisite and counselor evaluation data; provides research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.
8. Inputs and codes a variety of data and information into an assigned computer system; creates queries, extracts and manipulates information, develops tables and spreadsheets, generates links to data and produces a variety of computerized data, records and reports data for use in projects studies and analysis.
9. Provides research support for academic departments and programs by designing appropriate surveys and other data collection instruments; designs and implements follow-up evaluation activities for various research projects.
10. Prepares a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, analytical methods, findings, conclusions, decision-making and assigned activities; designs and produces related charts, tables and graphs.

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11. Attends and participates in various meetings as assigned; prepares and delivers oral presentations concerning study and project data, findings and related reports.
12. Works collaboratively with instructional, Student Services, and administrative programs to design and conduct learning outcomes assessment; presents assessment options to programs and assists programs in reporting and integrating learning outcomes assessment findings.
13. Prepares written reports with accompanying tabular, graphic, and statistical contents; descriptions of analytical methods used; and narrative of results and conclusions.
14. Maintains and updates with minor changes as necessary on the department website.
15. Performs related duties as required.

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:

Principles, practices, procedures and techniques involved in the research, collection, analysis interpretation and reporting of statistical data.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Principles, methods and procedures of operating computers and peripheral equipment.
Qualitative and quantitative analysis, and longitudinal and program evaluation studies.
Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design.
Survey, study, data collection and research project design, instruments, techniques and methodology.
Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
District organization, operations, policies, and procedures.
Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal, oral and written communication skills.

Ability to:

Work independently and effectively.
Provide technical assistance concerning institutional effectiveness and related data and statistics.
Review, analyze and arrange data according to project and study specifications and requirements.
Interpret findings and analyze data, and provide related recommendations.
Develop, maintain and enhance appropriate applications, software systems, databases, interactive-spreadsheets, data entry forms, report writers, and web-based systems.
Prepare a variety of narrative and statistical records and reports.
Keep accurate records and prepare statistical and narrative reports.
Meet schedules and timelines; plan and organize work.
Use correct English grammar, spelling, punctuation, and vocabulary.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

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Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines –*A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university in Social Science, Psychology, Sociology, Behavioral Science, Computer Science, Statistics, Business, Mathematics, Economics or a related field.

Required Experience:

Four (4) years of research experience.

Preferred Experience:

1. Master's degree from an accredited college or university.
2. Experience in the California Community College environment.

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.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.