



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Research Analyst		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	30		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Superintendent/President or Designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of functions in support of the District's research services; to assist in and facilitate the district's research processes including complex statistical analysis; and to design, conduct, write and present reports related to various grants, categorical programs, surveys, etc. Employees in this classification receive limited supervision within a broad framework of policies and procedures and provide specialized functions in the analysis, tracking, processing, and reporting of college research transactions requiring a thorough knowledge of district research policies, procedures, and requirements. Employees in this classification will provide information and research for planning and evidence-based decision-making. They also support the District's equity goals by designing and conducting research related to the effectiveness of support services and instructional programs for students of diverse backgrounds. This job class is designated as administrative, overtime exempt, and requires effective organizational, problem solving and decision making skills.

TYPICAL DUTIES

Essential Functions:

- Develops and designs sound research methodology to conduct successful research studies.
- Monitors, maintains and manages assigned research projects.
- Develops, coordinates, and administers budgets, and monitors and controls expenditures.
- Reviews, analyzes, and evaluates assigned research projects, including student surveys, student opinion of teaching reports, various grants, categorical programs, and equity reports.
- Monitors performance indicators identified by the District to assess their effectiveness.
- Collects data and prepares annual report on the effectiveness of the Strategic Plan as well as other planning documents.
- Provides technical and analytical support to committees, faculty, administrators, and others engaged in research related to the District.
- Assists in grant development activities, as assigned.

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- Conducts focus groups as needed and prepares reports based on results.
- Designs and conducts consequential validity studies.
- Provides support to faculty in student learning outcomes collection and analysis; produces reports on progress as directed; collaborates with SLO Coordinators and others to meet learning outcome standards.
- Assists in the preparation of research and planning and accreditation documents and reports.
- Prepares graphical presentations and develops charts, graphs, and executive summaries.
- Disaggregates data in order to assess disproportionate impact in relation to identified student success indicators.
- Makes presentations to internal and external audiences.
- Maintains current knowledge of relevant government regulations, Chancellor's Office guidelines and legislative and statewide issues relevant to research areas.
- Provides professional development opportunities for District employees.
- Oversees data collection software; provides training to District employees; and acts as a liaison to vendors.
- Collects, analyzes, and presents data on staffing, budget expenditures, and other financial concerns and special projects as assigned.
- Prepares, researches and compiles statistics to complete and file reports to governmental and other agencies.
- Prepares statement narratives and reports regarding assigned projects/ programs.
- Provides ongoing accountability for assigned research projects and grants.
- Works with data processing to provide necessary interface with research systems.
- Performs special assignments and research as requested by Director.
- Coordinates, monitors and schedules projects according to time lines established; does follow up accordingly.
- Supervises other staff as needed.
- Serves on Research Committee and other committees as assigned; serves as a resource to College Council.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Basic research techniques appropriate to community college or other educational institutions.
- FERPA and other regulations relevant to data use in higher education.
- Best practices in IRBs and research dissemination, including websites.
- Complex statistical and financial analysis methods and procedures.
- Record keeping, and college research procedures and practices including computerized systems and software.
- Basic principles of supervision including evaluation and professional growth.

POSITION DESCRIPTION

POSITION TITLE: Research Analyst

Ability to:

- Learn a variety of regulations pertaining to administration of projects.
- Analyze situations accurately; make independent decisions.
- Gather statistical data, conduct research, and prepare reports.
- Effectively plan, organize and schedule.
- Communicate tactfully and effectively in both oral and written forms.
- Accurately work with arithmetical calculations and statistics; provide analysis.
- Work effectively and collegially with students and staff from diverse backgrounds.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS

Education Required:

- Bachelor's degree in Statistics, Mathematics, Social Sciences, Business Administration, or related field, or equivalent combination of education, training and experience.

Experience Required:

- Progressively responsible experience in projects management requiring statistical/analytical work.

APPROVALS

Date Created/Revised:	8/24/15
Cabinet Reviewed:	8/25/15
Board Approved:	9/9/15

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)