

RESEARCH ANALYST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, performs routine to moderately complex research and reporting to support District and college initiatives; organizes and collects data, conducts tests and data analysis using redetermined or standard research methodologies that support multiple initiatives related to student support services, District and college programs. The incumbent performs day-to-day research activities that support comprehensive institutional research programs; assists with research for planning and evidence-based decision making.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Conducts sound research and studies using standard research methodologies, as directed. *
2. Assists in designing, conducting, writing, and presenting college-wide research and evaluation studies and supporting reports. *
3. Collaborates with Institutional Research leadership to develop and maintain databases; runs standard queries to support all research functions. *
4. Extracts, compiles, verifies, and formats simple to moderately complex data collections including but not limited to quantitative and qualitative data for planning, decision-making, evaluation, and accountability purposes. *
5. Conducts moderately complex statistical analysis, both descriptive and inferential; works with research databases and other appropriate data sources for varying impacts affecting the District. *
6. Assists with developing, implementing, and monitoring performance indicators that enable the District to assess effectiveness. *
7. Conducts disaggregate analysis of student equity data using preset data sets including but not limited to gender, ethnicity, age, group, and special populations such as students with disabilities, economically disadvantaged students, foster youth, and veterans, as directed. *
8. Uses univariate and multivariate statistics to collect, analyze, and present data and information from multiple sources, such as surveys, focus groups, computerized records, and various studies and reports from internal offices and external agencies. *
9. Provides technical and analytical support to committees, faculty, administrators, and external sources engaged in research and activities related to the District various plans and initiatives. *
10. Prepares comprehensive, clear, and concise reports; analyzes data and makes data driven recommendations based on research interpretations. *

11. Assists in creating and preparing various presentations for internal and external audiences; uses a variety of report and/or presentation formats to reflect data based on the audience's level of understanding. *
12. Assists with implementing research projects in support of various programs such as student equity outcomes and the District's enrollment goals. *
13. Assists with the development and distribution of qualitative measurement instruments including but not limited to surveys, questionnaires, and focus group studies to gather qualitative data. *
14. Works with and controls confidential or anonymous information to maintain privacy and compliance with regulations. *
15. Operates a computer on a daily basis to perform daily functions; maintains and updates technical skills in order to perform moderately administrative functions including, but not limited to, word processing, website maintenance, design and layout for publications, database development and maintenance and charts and spreadsheets utilizing a variety of computer software and applications, computer hardware and peripheral equipment. *
16. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
17. May serve on a variety of District committees as requested.
18. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in economics, education, mathematics, statistics, public administration, business administration, information systems, computer science or related discipline; **AND**
- One (1) year of experience in an applied research or data management environment.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Two (2) years of experience in applied research or data management environment.
- Experience performing data analysis and research in an educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.

- Chancellor's Office guidelines and legislative and statewide issues related to Student Equity Programs.
- Specialized terminology related to the area of the assignment.
- Institutional research concepts, principles and practices associated with academic and demographic research and research program evaluation.
- Data gathering, analysis, and statistical methods used in educational research.
- Qualitative and quantitative analysis.
- Data structures and relationships to support data entry, retrieval, and conversion techniques.
- MIS, IPEDS, CTEOS.
- Analysis software, publication design, and creating and maintaining databases.
- Computer programs for effective database design, data warehousing and report writing.
- Website maintenance.
- Federal and state regulations pertaining to student equity, basic skills, and student support programs.
- Standard statistical procedures related to student trends and projections.
- Qualitative, quantitative, and benchmarking measures.
- Developing graphical representations.
- Human relations skills to convey technical concepts and consult with internal contacts for purposes of conducting analysis, testing, data conversion, and problem solving.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Design and implement research projects.
- Utilize statistics to solve problems and recommend solutions.
- Gather, analyze, and interpret statistical information.
- Gather and utilize qualitative and quantitative data analysis.
- Use computer systems and a variety of software packages.

- Use modern computer programs such as SQL Server Management Studio, PowerBI, R-Studio to create graphical presentations and develop charts, graphs, and executive summaries.
- Create and prepare clear complete, accurate, and concise reports, proposals, and plans to be presented to a variety of audiences.
- Utilize quantitative data analysis for proposed projections.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.