

May 2017

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: RESEARCH & ASSESSMENT
ANALYST**

SALARY TABLE: 29

SALARY RANGE: 36

BASIC FUNCTION:

Under direction of an assigned administrator, performs complex and difficult work planning, conducting, and presenting research and analysis of institutional data related to the development and assessment of College programs, services, activities, and enrollment patterns; designs and executes complex research studies; and provides technical assistance to College staff in the areas of program evaluation, assessment, and analysis.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Consult with College administrators regarding research needs, current studies, results of research, and related matters, with an emphasis on student learning outcomes (i.e. Student Success and Support Program (SSSP), the Basic Skills Initiative (BSI), and the Student Equity Plan).

Analyze requirements and make recommendations for appropriate research design methodologies (quantitative and qualitative), data collection, analytical strategies, and statistical analysis techniques associated with research activities and program evaluations.

Identify, develop, and implement effective and sound survey instruments and intake forms for both required and investigative data trends analysis; evaluate and recommend appropriate sampling methods and techniques; participate in the collection and processing of data; analyze data and present results in comprehensive reports; assist College staff in accessing student data and with data analysis.

Write and provide technical and editorial assistance in the writing and publishing of special reports and publications; complete surveys and reports required by external public and private agencies; provide research support to grant applications and existing grants as required.

Consult with College leadership in making recommendations for a campus-wide research agenda; edit and review College related statistical information for accuracy and conformity to standards; assist College leadership with other specific research requirements including those for accreditation.

Evaluate information and decision support requirements; design and generate data collection

strategies to support management decision making; submit reports to various governmental agencies as required; maintain communication with external research and planning agencies to ensure the College remains current with the latest trends in research and data acquisition for the community college system.

Respond to ad hoc requests for a variety of research inquiries, in accordance with Institutional Assessment, Research, and Planning project priorities and vetting of requests; provide technical support and expertise to resolve problems in an efficient manner.

Serve as project manager or team leader as assigned, reviewing and coordinating team members' work.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of research, program evaluation, and accountability initiatives.

Operate computer and peripheral equipment including the technical aspects of current statistical analysis, spreadsheet, and database management software; utilize query programs to access and extract data as required for various projects.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced research design (quantitative) and statistical analysis methods and procedures and their application to program evaluation, survey research (including sampling designs), and statistical inference and significance.

Advanced knowledge of longitudinal research and analysis protocols, methods, and database tracking systems.

Advanced survey design methods and implementation techniques.

Advanced project management and reporting skills.

Methods and techniques of data collection, coding, extraction and processing, statistical analysis, and reporting.

Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including advanced statistical analysis, word processing, presentation, advanced spreadsheet, and database management applications.

Principles of database design and maintenance.

Principles and practices of statistical and administrative report preparation.

Principles of business letter writing and applied research report preparation.

Oral and written communication skills.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

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ABILITY TO:

Work independently, demonstrating personal initiative, perform the most difficult research design, analysis, and reporting on large scale research initiatives and program evaluations.

Identify, evaluate, and solve complex research design and analysis problems.

Analyze requirements, recommend research design and analytical strategies, and execute complex statistical analyses appropriate to program evaluation activities and tasks.

Write complex and applied reports related to research projects and program evaluations that demonstrate the ability to appropriately analyze statistical data and develop sound, logical conclusions and recommendations.

Develop, implement, and complete comprehensive research projects and program evaluations within specific deadlines.

Present and explain technical information in understandable terms.

Understand, interpret, and apply pertinent laws, regulations, and ordinances.

Lead, organize, and review the work of teammates.

Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.

Utilize sophisticated survey development and data processing equipment and software.

Develop and implement online survey tools.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of contact by phone or in person.

Work well in team situations and collaborate effectively with diverse groups of people.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

EDUCATION AND EXPERIENCE:

A bachelor's degree from an accredited college or university with major coursework in mathematics, computer science, social sciences, education, or a related field, plus three years of increasingly responsible research analysis and program evaluation experience including experience in the collection, analysis, reporting, and presentation of research data, and work with databases and software applications.

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WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Ability to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Mobility to access various campus locations.

Carrying, pushing, pulling, lifting light to moderate weight objects.

Stoop, bend, kneel, crouch, reach, and twist.