

**Contra Costa Community College District  
Classification Specification**

**RESEARCH ANALYST**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
1143	Non-Exempt	Professional	PEU Local One	72	03/29/07	Classified	1 of 2

**DEFINITION:** Under direction, performs a variety of functions in support of the District's highly technical research services; to assist in and facilitate the District's research processes; and to extract and analyze data from the computerized data warehouse and generate reports related to special research projects.

**DISTINGUISHING CHARACTERISTICS:** Incumbents 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 and District-wide research. This classification requires effective organizational, problem-solving, communicating and decision-making skills.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Review, analyze, evaluate, monitor, maintain and control assigned research projects; analyze research results and produce timely and accurate reports;
- Maintain statistical database for generation of required reports and files; utilize the internet to access statistical and education data for comparison reports;
- Utilize a variety of software including statistical, graphic, spreadsheet and database software to compile data extracted from various databases;
- Research, collect and compile statistics to complete and file reports to District and College administrators and governmental agencies;
- Prepare statement narratives and reports regarding assigned projects/programs;
- Work with District Information Technology to provide necessary interface with Research Systems and District Information System;
- Perform special assignments and research as requested;
- Assist in the development and design of surveys;
- Analyze, monitor and schedule projects according to established timelines and follow up accordingly;
- Conduct various tests and research to ensure the computerized data warehouse is populated correctly.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Research techniques appropriate to an academic/institutional environment; statistical and analysis methods and procedures; principles of record keeping; research procedures and practices including computerized systems and software; methods and techniques of analytical report preparation.

**Ability to:** Make accurate and make independent decisions. Gather statistical data, conduct research, maintain records and prepare reports. Effectively plan, organize and schedule projects. Communicate tactfully and effectively in both oral and written forms. Accurately work with arithmetical calculations and statistics; provide analysis. Use various software programs to complete projects. Establish and maintain effective work relationships with those contacted in the performance of required duties.

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**Education/Training:** Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in statistics, mathematics, computer science, the social sciences, business administration or a related field.

**Experience:** Two years of progressively responsible experience in research projects requiring general statistical/analytical work.

Adopted 03/28/07.