RESEARCH ANALYST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	68	**07/01/2017**	Classified	1 of 2

DEFINITION

To perform a variety of functions in support of Districtwide research services; to assist in and facilitate the District's research processes; and to extract and analyze data and generate reports related to research projects.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Reviews, analyzes, evaluates, monitors, maintains and controls assigned research projects; analyzes research results and produces timely and accurate reports.
- Maintains statistical database for generation of required reports and files; utilizes the internet to access statistical and educational data for comparison reports.
- Utilizes a variety of software, including statistical, graphic, spreadsheet and database software to compile data extracted from various databases.
- Researches, collects and compiles statistics to complete and file reports for District and college administrators and governmental agencies.
- Prepares statement narratives and reports regarding assigned projects/programs.
- Works with the District Information Technology Department to provide necessary research for users at the colleges.
- Performs special assignments and research as requested.
- Assists in the development and design of surveys.
- Analyzes, monitors and schedules projects according to established timelines and completes follow-up accordingly.
- Conducts various tests and research to ensure the computerized data warehouse is populated correctly.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Research techniques appropriate to an academic/institutional environment, statistical and analytical methods and procedures.
- Principles and practices of recordkeeping.
- Methods and techniques of analytical report preparation.
- Modern software applications (Microsoft Office Suite, etc.).

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Skill/Ability to:

- Gather statistical data, conduct research, maintain records and prepare concise reports.
- Plan, organize and schedule projects.
- Communicate effectively, both orally and in writing.
- Perform mathematical calculations and statistical analyses with accuracy.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of progressive experience in research projects requiring general statistical/analytical work.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor's degree from an accredited college or university with major course work in statistics, mathematics, computer science, social sciences, business administration, or a related field, or the equivalent.

Adopted: 07/01/17