

RESEARCH ANALYST**DEFINITION:**

Under direction, design, conduct, write and present institution-wide research studies primarily related to institutional effectiveness and student learning. Support institution-wide research studies primarily related to institutional effectiveness and student learning; and the institution's planning functions by providing information and research for decision-making and policy analysis.

DISTINGUISHING CHARACTERISTICS

This is the first level class in the research analyst series within the Yosemite Community College District (YCCD). Incumbents in this class perform highly technical analytical research duties associated with information system and database administration.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker of other lower level full-time, part-time or student employees on a regular basis.

ESSENTIAL DUTIES:

- Design and implement all phases of research studies, including selecting appropriate research designs, collecting and accurately analyzing data, preparing narrative reports for (and presenting findings to) various audiences.
- Collect, analyze, evaluate, and provide recommendations based on quantitative, qualitative and historical information from multiple and various sources, both internal and external.
- Assist faculty, staff, and administrators in the assessment and evaluation of institutional effectiveness and student learning at the course, program, and college levels.
- Assist faculty, staff, and administrators in Program Review, accreditation self-study, and various planning processes, primarily by supplying needed and desired information in appropriate formats.
- Operate a variety of software packages used for data management and analysis, graphics, and word processing.
- Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Education: Associate's degree in education (institutional research), statistics, mathematics, economics, or social/behavioral sciences or closely related field
- Experience: Two years of progressively responsible experience in projects requiring statistical and analytical work.

Knowledge of:

- Research methods including study design, sampling, data collection and analysis, and report writing for quantitative, qualitative and historical information in an educational environment;
- Assessing and evaluating student learning and institutional effectiveness,
- Various software packages and data sources related to educational research.

Ability to:

- Perform extensive and technical research and evaluation tasks; Interpret research needs;
- Design research for original data collection and analysis;
- Gather, analyze, interpret, and make recommendations based on data from a wide variety of sources;
- Create, develop, and maintain databases;
- Communicate effectively (oral, written, symbolic forms) with all audiences;
- Establish effective working relationships with others;
- Place and interpret research data and findings in the context of higher education and California Community College functioning;
- Prioritize on a daily, weekly, and monthly schedule;
- Be sensitive to and understand the diverse academic socioeconomic, cultural, disability and ethnic backgrounds in a community college.

LICENSES AND CERTIFICATES:

- Depending upon assignment, a valid license to drive in California may be required.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in standard office environment.

Class Adopted: 07/01/18

Class Amended: 07/01/23