SENIOR RESEARCH ANALYST

DEFINITION:
Under direction, leads and performs highly complex duties related to the design, development, analysis, testing, implementation, documentation, and maintenance of relational databases and cross-functional research projects. Lead, coordinate, and present highly complex, institution-wide research studies primarily related to institutional effectiveness and student learning. Apply advanced knowledge or research methodology as a project leader and technical expert, including the development and maintenance of research information systems and databases. Support the institution's planning functions by providing information and research for decision-making and policy analysis.

DISTINGUISING CHARACTERISTICS
This is the advanced level class in the research analyst series within the Yosemite Community College District (YCCD). Incumbents in this class perform highly complex analytical research duties associated with information system and database administration and may perform complex programming duties.

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.
Incumbents in this class do not directly supervise other full-time employees, but typically serve as a lead worker in their assigned unit and use the most advanced professional knowledge of research skills to make decisions and complete assignments.

ESSENTIAL DUTIES:
- Develop and/or construct and maintain a variety of research information systems and software packages used for data management, analysis, and graphics.
- Design data dashboards and relational databases for data analysis.
- Provide advanced professional support duties related to the design, implementation, maintenance, and monitoring of data tools.
- Identify and build needed database expansion, including integration with YCCD enterprise system.
- 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.
- Select, adapt, and apply appropriate research and statistical techniques to specific areas of study.
- Provide technical assistance, training, and consultation to ~~college~~ faculty and staff in the use of data tools, research, and findings.
- Plan, design, and test research instrumentation and evaluate data to assess reliability and validity of findings.
- Organize and present research-based information and analysis in narrative, tabular, graphical, and oral form via in-person presentations, webinars, newsletters, and other

communication channels.
- Collect, analyze, evaluate, and provide recommendations based on quantitative, qualitative and historical information from   multiple and various sources, both internal and external.
- Monitor and analyze statewide initiatives.
- 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.
- Learn and maintain emerging systems, databases, and other technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
- Perform related duties as assigned.

MINUMUM 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
Pattern I
- Experience: Two years equivalent to a Research Analyst at YCCD
Or
Pattern II
- Education: Bachelor's degree in education (institutional research), statistics, mathematics, economics, or social/behavioral sciences or closely related field
- Experience: Three years of progressively responsible experience in projects requiring statistical/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.
- Computers, statistical software, and relational database management software and proficiency in their design and use for research projects; collection and coding of data;
- Assessing and evaluating student learning and institutional effectiveness;
- Various software packages and data sources related to educational research.

Ability to:
- Perform advanced and extensive technical research and evaluation tasks;
- Build, maintain, and troubleshoot relational databases; Identify solutions for effective data communication between the YCCD enterprise system and external software programs;

- 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;
- Work independently and cooperatively as a team member with other researchers and staff.
- 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 <u>may</u> 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 a standard office environment.

Class Adopted: July 1, 2018
Class Amended: July 1, 2023