



JULY 2009
FLSA: NON-EXEMPT

RESEARCH ANALYST

DEFINITION

Under direction of an Academic Administrator, perform statistical and analytical institutional research; provide information or research for decision-making and program planning; and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation. Confer periodically with the El Camino College Office of Institutional Research.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This class is responsible for applying thorough knowledge and skill in research methodology and analysis in independently performing all phases of complex journey-level research studies including problem definition, study design, data collection, analysis, interpretation, and presentation of findings.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop institutional research designs and apply appropriate computer tools, statistical measures and data collection techniques.
- Conduct studies for both instructional and non-instructional programs and services.
- Design, maintain, manipulate and query specialized databases and information systems to support research.
- Organize and present research-based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes.
- Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires and federal and state data collection or accountability requirements.
- Provide technical and analytical support to offices, divisions, committees, faculty, staff and administration in research-related activities.
- Evaluate and respond to requests originating inside and outside the institution; work with requesters to clarify their needs and optimize the utility of research results for them and for the District.
- Organize, prioritize, and schedule work on a multitude of research-related requests from college constituents.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Research theory, methodology, and advanced applied statistics.
- Technical report writing.
- Survey design and analysis.
- Personal and client server computer systems.
- Database management and data querying.
- State and federal accountability reporting requirements.

Ability to:

- Plan, organize, conduct and participate in analytical studies.
- Establish and maintain cooperative working relationships with others.
- Analyze and interpret complex data.
- Communicate effectively, orally and in writing.
- Approach problems objectively.
- Present findings and recommendations clearly.
- Exercise good judgment, diplomacy, tact and patience.
- Operate research and analytic-related computer application programs including database systems and statistical software such as SPSS.
- Use Microsoft Excel, Word and PowerPoint software to perform calculations, and assemble and present information clearly, accurately and effectively.
- Meet schedules and timeframes.
- Reason logically and creatively and apply that logic to research topics.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field; AND three years of research experience that demonstrate the ability to conduct complex analyses; OR a Masters degree in one of the above fields AND one year of related experience; Education including at least one course each in research methods and statistics.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas including occasional independent travel to and from El Camino College Torrance/Crenshaw Blvd campus. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification sit for extended periods of time using a personal computer with Vision Display Terminal (VDT).

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.