COMPTON COMMUNITY COLLEGE DISTRICT

DATA AND REPORTING ANALYST

FLSA: NON-EXEMPT

POSITION DESCRIPTION:

Under the direction of the Chief Technology Officer, and works closely with the Director of Institutional Effectiveness, performs various data support tasks and specialized projects requiring a high degree of technical knowledge, skill, and independent judgment. Provide administrative support to selected research and planning functions.

ESSENTIAL DUTIES/FUNCTIONS:

- Perform a variety of research, reporting and statistical functions.
- Produce reports containing summary data in graphical, tabular and narrative forms. Update standard reports annually, such as high school, regional and college data.
- Perform data entry and manipulation of data using database and spreadsheet applications/software, including application of formulas and functions, and utilization of data queries.
- Extract data from internal databases and transfer data to other applications, such as Excel, for analysis.
- Download, organize and evaluate data from external sites.
- Compile and upload datasets for various external agencies.
- Review data for accuracy and consistency. Specific examples of current systems used (not conclusive):
  *California Community Colleges Data Mart
  *Evisions Argos
  *Ellucian Banner SaaS
- Coordination, submission and oversight of MIS (Management Information Systems) reporting.
- Build Argos reports.
- Support data management of databases and sources.
- Conduct audit reports based upon the Student-Centered Funding Formula (SCFF) definitions and MIS data submissions.
- Monitoring report due dates and establishing timelines to ensure the district complies, preparing reports for submission, working with content experts to resolve data errors.
- Respond to general requests for data and information from students, staff and the public.
- Triage requests to determine how each will be fulfilled.
- Follow ethical standards for research including ensuring the security of data, protecting student privacy and human subjects of research, and maintaining the confidentiality of unitary data.
- Learn business systems by attending vendors' training
- Operate a variety of office equipment and machines such as personal computer, calculator, photocopier/digital scanner, printer and optical mark reader.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Structured Query Language (SQL)
- Research methods and techniques, preferably as they pertain to institutional research in higher education.
- Technical and research report writing methods, including content, organization and styles.
- Descriptive and introductory inferential statistical methodologies and practices.
- Computer-based data management systems, preferably database, statistical, and spreadsheet applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Presentation techniques including multi-media and web publishing.
- Standard office practices and procedures, including filing and record keeping and the operation of standard office equipment such as computers, printers, digital scanners and calculators.

ABILITY TO:

- Perform data extraction, manipulation, calculation and basic-level analysis following standards of research practice.
- Review and verify data with efficiency, thoughtfulness and accuracy.
- Effectively communicate in English both verbally and in writing.
- Work accurately and efficiently under pressure of deadlines and changing priorities.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Work cooperatively and supportively with others.
- Approach problems and research studies with objectivity.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Exercise good judgment, tact, courtesy and patience.
- Work independently with limited direction.
- Search both electronic and hardcopy information sources.
- Reason logically and creatively and apply that logic to research topics.
- Remain current with Applicable Federal, State and local laws, regulations, codes, and guidelines related to assigned activities.
- Comfortably and effectively use Excel, Word, PowerPoint and other office software, including use of mathematical functions and application of formatting.
- Quickly learn new software including large enterprise data systems and web and document design tools.

EDUCATION AND EXPERIENCE:
- Associate degree or equivalent in social sciences, business/economics, social or educational research, or a related field, and at least two years of related experience that demonstrates the ability to retrieve and manipulate data, compile and create statistical reports, perform calculations and summarize results of data.
- Experience in higher education preferred.
- A Bachelor's degree or higher in a related field may be substituted for relevant experience, which includes course work in analysis, research or statistics.

WORKING CONDITIONS
Typical office setting
Dexterity of hands and fingers to operate a keyboard and mouse
Exchange information via email, in person and by telephone
Sit for extended periods of time
Move from one work area to another as needed
Occasional travel
Extensive computer work
Frequent telephone use