VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:

Under the direction of an administrator, perform quantitative and qualitative research in support of planning and decision making, with emphasis on institutional effectiveness and accountability.

REPRESENTATIVE DUTIES:

Design and conduct research studies by collecting and analyzing data to support district strategic planning, student success, program development and review for a variety of state and federally mandated programs/activities and reporting requirements, such as grant and institutional effectiveness requirements, MIS, accreditation, matriculation, vocational education, and IPEDS. 

Select, adapt, and apply appropriate research methods, statistical measures, and data collection techniques, including surveys, focus groups, interviews, and direct observations.

Formulate procedures and techniques for processing of data; organize and prepare data and information for analysis.

Utilize data management and statistical software programs to organize data and perform statistical analyses; develop and maintain a collection of databases to support research and reporting requirements; design and execute queries of district information systems to retrieve, verify, and interpret data for use in various studies and reports.

Design and produce documents such as survey forms using scannable publishing software or other specialized software.

Organize and present research-based information and analysis in narrative, tabular, graphical, and oral form; prepare conclusions, implications, and recommendations based on research findings.

Evaluate and respond to requests for research and information; work with requesters to clarify their needs and optimize the utilization of research results.

Maintain files and confidential information regarding research participants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research methods, sampling procedures, and analytical strategies and techniques
Quantitative and qualitative data collection and analysis techniques
Appropriate protocols for working with human subjects
Word processing, spreadsheet, database, and presentation graphics software

Revised December 2012
Established July 2001
RESEARCH ANALYST (continued)

Statistical software
Principles of survey design
Principles of assessing student performance and institutional effectiveness, preferably at community colleges
Correct English grammar, spelling, vocabulary, and composition
Principles of report preparation
Principles and procedures of records management including record keeping and filing principles and practices

ABILITY TO:

Gather, validate, analyze, and interpret data based on advanced statistical knowledge and qualitative research methods
Operate a computer and applicable software
Communicate complex ideas and research findings clearly and concisely in oral and written form to a variety of audiences
Exercise good judgment and maintain confidentiality of participant data
Work independently with little direction
Plan and organize work to meet changing priorities and deadlines
Analyze information and recognize significant factors, relationships, and trends
Prepare reports by collecting, organizing, analyzing, interpreting, and synthesizing data
Type, keyboard, and enter data at a speed necessary for successful job performance
Establish and maintain files and records
Establish and maintain cooperative and effective working relationships with others at all levels of the organization using tact, patience, and courtesy
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor’s degree in the social sciences, education, statistics, mathematics, business, or a related field, including coursework in statistics and research methods; and two years of experience performing research and analysis.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Seeing to read documents, analyze data, and perform direct observations of research subjects
Hearing and speaking to exchange information on the telephone or in person