

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINCIPAL RESEARCH AND PLANNING ANALYST

SUMMARY DESCRIPTION

Under general direction of the Dean of Institutional Research and Planning or designee, coordinates, , and participates in quantitative and qualitative research, surveys and other analyses in support of institutional and program objectives; plans, designs and executes complex research studies; provides technical assistance to campus and District staff in the areas of program evaluation, assessment, and analysis; supports institutional planning and program review; coordinates the assignments of Research Analysts and other staff as needed to accomplish the objectives of the department; maintains frequent contact with various District departments and outside agencies; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Research and Planning Analyst by its regular and ongoing responsibility for providing lead guidance to other team members and managing projects of considerable scope and complexity. Incumbents within this classification have strong experience that enables the ability to exercise leadership skills, work independently with minimal direction, perform complex analysis and arrive and appropriate solutions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Leads, plans, trains, and coordinates the work of staff responsible for implementing research related to program reviews, outcomes, assessment, evaluation, and mandated reporting as well as survey activities associated with student success and institutional effectiveness.
2. Participates in the more complex work of the department by designing study methodologies and performing quantitative and qualitative research on priority projects and initiatives; assists in developing and managing the department's research agenda.
3. Utilizes established, appropriate research methodologies and statistical analysis techniques and performs analyses using up-to-date research practices; identifies required data resources; extracts, collects and analyzes data and information related to analysis needs.
4. Analyzes data for trends; identifies patterns in student behavior, outcomes and completion of goals; provides action-based interpretation of patterns and analyses in written reports, oral presentations, graphics, handouts and committee reports.
5. Collaborates with various campus constituencies in identifying research needs and disseminating results; facilitates dialog regarding how to interpret results and use research findings in decision-making processes to effect desired change in outcomes.
6. Assists in the development, coordination, and assessment of institutional plans, program review, and student learning outcomes.
7. Verifies accuracy, validates definitions, documents analysis methodologies and research results.
8. Oversees and participate in developing reports from databases and other sources for submission to Federal/State entities; generating data sets required for grant applications and

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Principal Research & Planning Analyst - *Continued*

reporting; and producing district resources including a fact book and required reports for management.

9. Performs ad hoc queries and create reports from the college databases using a variety of computer languages and query tools.
10. Performs other duties as requested or assigned.

KNOWLEDGE AND ABILITIES

Knowledge of

Advanced research design and statistical analysis methods and procedures and their application to program evaluation, survey research and statistical inference and significance.

Institutional planning principles.

Project management, data management and reporting skills.

Methods and techniques of data collection, coding, extraction and processing, statistical analysis and reporting.

District organization, operations, policies and objectives.

Data reduction and display techniques.

Survey design and research techniques.

Statistical and PC software packages and relational database management software use.

Technical report writing skills in organizing and presenting narrative and statistical information.

English usage, spelling, grammar and punctuation.

Oral and written communication skills.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Ability To:

Analyze requirements, recommend research design and analytical strategies, and execute complex statistical analyses appropriate to program evaluation activities and tasks.

Identify, evaluate, and solve complex research design and analysis problems in the context of higher education.

Write complex reports related to research projects and program evaluations that demonstrate the ability to analyze statistical data and develop logical conclusions and recommendations.

Demonstrate sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.

Present and explain technical information in understandable terms.

Plan, organize and prioritize work.

Meet schedules and time lines.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Understand and follow oral and written directions.

Communicate efficiently both orally and in writing with faculty, staff, committees and others.

Work as a team member with other researchers and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Master's degree from an accredited college or university in Statistics, Mathematics, Economics, or Social/Educational Research or closely related field; and six years of increasingly responsible experience that demonstrates an understanding of data warehousing concepts, familiarity with statistical software (SPSS, STATA, SAS, or R), and proficiency in the use of Excel, SQL, Access, eLumen, and Word.

Three years of directly related experience in addition to the 6 years that clearly provides evidence of the knowledge and skills required to perform the essential duties may substitute for a graduate degree.

DESIRED QUALIFICATIONS: Knowledge in institutional research, cohort tracking and Chancellor's Office MIS Elements. Experience in higher education preferably at the community college level with community college institutional research background

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; subject to excessive noise from equipment operations; extended periods of time viewing computer monitor; exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.