

PLANNING AND RESEARCH ANALYST

DEFINITION

Conducts planning and research by providing the knowledge and methodology required for statistical, demographic and empirical studies used in all District needs and programs, including matriculation, assessment, and registration.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Director of Institutional Research.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding research needs, current studies, results of research, and related matters.

Formulates and recommends research studies, including goals, hypotheses, outlines, procedures, and time and manpower estimates.

Conducts surveys and research studies to measure organizational effectiveness.

Prepares procedural directions for research projects and may train subordinates, as assigned, in research methods.

Analyzes results of studies, prepares reports and recommendations, and makes oral presentations as required.

Designs and participates in studies to evaluate the effectiveness of the implementation of research findings and recommendations.

May work on research projects in cooperation with other agencies and academic institutions and coordinate staff activities involved in participation in such projects.

Maintains current review of professional literature in the behavioral sciences, writes summaries as appropriate, advises staff and others regarding practical applications, and evaluates research performed by other parties.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, concepts, and terminology of the behavioral sciences.

Problems, techniques, methods, and procedures for planning and conducting research.

Research design and methods from multiple disciplines.

QUALIFICATIONS (continued)

Statistical methods and terminology.

Statistical and general software.

Machine tabulation techniques and the programming of data.

Ability to:

Develop techniques for processing a variety of detailed data.

Formulate and express ideas clearly in writing and in oral presentation.

Work independently and think creatively on research problems.

Identify new applications and areas of research.

Work effectively with college personnel, other agencies, and the public.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Completion of graduate-level coursework from an accredited college or university in Statistical Analysis, including multiple-regression methods and tests and measurements.

One year of professional experience in planning and conducting industrial, organizational, or educational research projects.

License or Certificate:

A valid California driver's license.

Desirable:

Bachelor's degree in Statistics or Psychology with emphasis on industrial, organizational or educational research from an accredited college or university.