

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Senior Research & Planning Analyst	Range:	57
Date Revised:		Date Approved:	April 14, 2015

PRIMARY PURPOSE

Under general direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for planning, conducting, and presenting research and analysis of institutional data related to the development and assessment of college programs, services, activities, enrollment patterns and planning and accreditation related projects; designs and executes complex research studies; and provides technical assistance to campus and District staff in the areas of program evaluation, assessment, and analysis; coordinates the work of the Research Analysts and other staff as needed to accomplish the objectives of the office.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Leads, plans, trains, and reviews the work of staff responsible for implementing research related to program and administrative reviews, outcomes, assessment, and program evaluation as well as survey activities associated with student success and institutional effectiveness; actively participates in performing the most complex work of the unit.
2.	Trains employees in their areas of work including current software practices, provision of advanced technical information, and research design, program evaluation and statistical analysis techniques.
3.	Coordinates the work of employees in documenting research protocols and processes related to program and administrative reviews and survey research activities in accordance with established standards of practice and procedures; prepares end user and technical documentation and instructions related to information systems, data warehouse, and research agendas.
4.	Consults with campus and District administrators regarding research needs, current studies, results of research, and related matters.
5.	Designs and develops data collection procedures and acquisition of data and analysis for enrollment management and planning.
6.	Identifies, develops and implements effective and sound survey instruments and intake forms for both required and investigative data trends analysis; evaluates and recommends appropriate sampling methods and techniques; participates in the collection and processing of data; participates in, reviews and coordinates the work of staff responsible for analyzing data and presenting results in comprehensive reports; assists campus and District staff in accessing student data and with data analysis.
7.	Writes and provides technical and editorial assistance in the writing and publishing of special reports and publications; completes surveys and reports required by external public and private agencies; provides research support to grant applications and existing grants as required.
8.	Coordinates the development and design of office website; publishes research information on site.
9.	Communicates complex research methodology and results in written and oral format in formal and informal presentations.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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11.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Senior Research and Planning Analyst maintains frequent contact with various District departments and personnel and outside agencies.

EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college/university with a major in statistics, mathematics, social science research, economics, or related field.

Minimum four years of increasingly responsible research analysis and program evaluation experience including experience in the collection, analysis, reporting, and presentation of research data.

KNOWLEDGE, SKILLS, 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.
- Knowledge of advanced survey design methods and implementation techniques.
- Knowledge of advanced project management, data management and reporting skills.
- Knowledge of methods and techniques of data collection, coding, extraction and processing, statistical analysis and reporting.
- Knowledge of principles of lead supervision and training.
- Knowledge of principles of database design and maintenance.
- Knowledge of principles and practices of statistical and administrative report preparation.
- Knowledge of District organization, operations, policies and objectives.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of record keeping procedures.
- Knowledge of budget preparation and maintenance.
- Ability to lead, organize, and review the work of staff.
- Ability to analyze requirements, recommend research design and analytical strategies, and execute complex statistical analyses appropriate to program evaluation activities and tasks.
- Ability to identify, evaluate, and solve complex research design and analysis problems.
- Ability to write complex reports related to research projects and program evaluations that demonstrate the ability to appropriately analyze statistical data and develop sound, logical conclusions and recommendations.
- Ability to develop, implement, and complete comprehensive research projects and program evaluations within specific deadlines.
- Ability to present and explain technical information in understandable terms.
- Ability to develop and implement online survey tools.
- Ability to interpret, apply and explain laws, regulations, policies and procedures.
- Ability to assess, analyze, implement and evaluate research project activities.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to plan, organize and prioritize work.

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Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

College indoor office environment; frequent contact with faculty, staff and students; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.