

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTITUTIONAL RESEARCH ANALYST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform extensive and technical institutional research and evaluation duties, including those related to state-mandated matriculation programs and activities; design and perform research and evaluation of college and groups; prepare reports for college personnel to fulfill compliance regulations and requirements; assure institutional and matriculation effectiveness for appropriate funding. *E*

REPRESENTATIVE DUTIES:

Perform extensive statistical and technical planning, design, research and evaluation duties related to institutional projects, including, but not limited to, state-mandated matriculation programs and activities and a variety of internal and external issues. *E*

Conduct reviews and assessment of academic and student services programs. *E*

Utilize accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results. *E*

Prepare reports for college personnel and state agencies to fulfill compliance regulations and requirements and to assure institutional matriculation effectiveness for appropriate funding. *E*

Prepare and revise reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for college and matriculation research and evaluation. *E*

Create, develop and maintain databases related to student enrollment projections, follow-up studies and analyses of program enrollment patterns. *E*

Collect, assemble and perform statistical analysis; determine appropriate statistics for data types including frequencies, chi-square, correlation, multiple regression and others. *E*

Identify and extract a variety of requested data; inspect and code data in preparation for analysis; create project documentation and databases. *E*

Operate a variety of software packages used on mainframe and personal computers for data analysis, data management, graphics and word processing. *E*

Communicate with appropriate college staff, stakeholders and other community college districts in analysis, compilation and interpretation of data. *E*

Respond to research questions as requested; describe findings.

Attend meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation.

Regression techniques, principles and tables.

Research design for original data collection and analysis.

Use of personal computers, mainframe and appropriate software packages.

Standard statistical software.

Technical report writing.

Organization and presentation of narrative and statistical information.

Technical aspects of research.

Effective public speaking.

Uses, capabilities, characteristics and limitations of computers and related equipment.

Modern office procedures and methods.

Correct English usage, spelling, grammar and punctuation.

ABILITY TO:

Perform extensive and technical research and evaluation tasks.

Design forms and documents for various research purposes and target audiences.

Design and perform research and evaluation of college matriculation and other institutional planning issues.

Interpret and apply applicable sections of the State Education Code and other related laws and regulations.

Interact, participate and conduct presentations to individuals, college groups, committees, organizations and others as assigned.

Prepare comprehensive statistical and narrative reports.

Utilize accurate and appropriate statistical procedures and sampling techniques.

Create, develop and maintain computer databases.

Create and maintain necessary research documentation, files and records related to research projects.

Conduct meetings and interviews necessary for investigation and data collection.

Work as a team member with other college research staff.

Use tact, patience and courtesy.

Operate a computer and related peripheral equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in statistics, mathematics, economics or social/educational research and three years responsible experience involving related research and

analysis activities and projects.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>25</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>25</u> lbs. |
| <u>4</u> | j. | Ability to operate office equipment, computer or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.