

Research and Planning Analyst, Categorical, (Two (2) or More Positions)

South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237085>

Downloaded On: Jul. 17, 2024 1:51pm

Posted Jun. 4, 2024, set to expire Jan. 28, 2025

Job Title	Research and Planning Analyst, Categorical, (Two (2) or More Positions)
Department	Research, Planning and Accreditation
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jun. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Research-and-Planning-Analyst-Categorical---Two--2--or-More-Positions-_REQ12104

Apply By Email

Job Description

Title:Research and Planning Analyst, Categorical, (Two (2) or More Positions)

Job Category:CSEA

Job Opening Date:June 04, 2024



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Job Closing Date: June 27, 2024

Location: Irvine Valley College

Work Location: Irvine, CA

Department: Research, Planning and Accreditation

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type: Monthly

Work Days: Monday - Friday

Work Hours: 8:00am - 5:00pm (Schedule and Shift are subject to change in accordance with the departments needs.)

Hours Per Week: 40

Percentage of Employment: 100%

Months of Employment: 12

Salary: Starting at \$7,438 per month

Required Documents:

Letter of Interest, Resume/CV, Code Sample Optional : Transcripts

Job Description:

C.S.E.A. Classified Bargaining Unit Salary Range 138



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Application materials must be received by 11:59 pm 06/26/2024

Required Document: Letter of Interest, Resume/CV, Code Sample

Optional Document: Transcripts

Applications missing the required documents will not be considered.

Please Note: Employment in this position is contingent upon funding by SEAP (Student Equity and Achievement Program)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction of assigned College President or designee, plans, conducts, and presents research and analysis of institutional data related to the development and assessment of College programs, services, activities, and enrollment patterns; and provides a variety of complex decision and planning support to the President of the College or designee.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of 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.

- Assist the President or designee in implementation of program reviews, College planning activities, accreditation processes, and decision-making processes related to student success

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and institutional effectiveness.

- Coordinate procedures for College enrollment tracking, measurement, and planning; provide research support including data acquisition and analysis for enrollment management and planning.
- Participate in Program Reviews; develop and create surveys for the College's annual mandatory Program Review process; plan and implement survey schedules; collect, input, and process data from surveys; provide research and technical assistance to programs for the analysis, interpretation, and presentation of data in their final reports.
- Participate in the analysis, report preparation, and dissemination of information/results related to statistical, demographic, and empirical studies used in College programs and services; consult with College administrators regarding research needs, current studies, results of research, and related matters; edit and review College statistical information for accuracy and conformity to standards.
- Develop and implement effective and sound survey instruments as determined by the administration, faculty, or staff for both required and investigative data trends analysis; collect and process data; analyze data and present results in comprehensive reports; assist College leadership to access student demographic data as well as with data analysis for additional planning purposes.
- Participate in a variety of reports and external surveys; write or provide technical and editorial assistance in the writing and publishing of special reports and publications; complete surveys as requested/required by external private or public agencies.
- Provide the necessary research support to existing grants as required; provide research support for grant applications.
- Coordinate with District Information Technology and District Research and Planning Office staff for the development and implementation of an accurate, effective and useful District information management system.
- Coordinate with College leadership for a campus-wide research agenda; edit and review College-related statistical information for accuracy and conformity to standards; assist College leadership with other specific research requirements including those for accreditation.
- Operate computer and peripheral equipment including the technical aspects of current spreadsheet and database management software; utilize query programs to access mainframe data; download and transfer data as required for various projects.
- Create, design, and maintain assigned office website; publish latest research information on site.
- Maintain communication with various external research and planning agencies to ensure the College remains current with the latest trends in research and data acquisition for the community college system.

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Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard statistical procedures and research methods including those related to sampling, projections, significance, and distributions.
- Principles and practices used in the development and implementation of survey instruments and techniques.
- Data collection and coding methods.
- Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including statistical, word processing, advanced spreadsheet, and database management applications.
- Principles and procedures of complex data management and reporting.
- Principles and practices of fiscal, statistical, and administrative report preparation.
- Principles of business letter writing.
- Oral and written communication skills.
- Principles, practices, and procedures of record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Work organization principles and practices.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Methods and techniques used in public relations.

Ability to:

- Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
- Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
- Assist in planning, organizing, and directing complex projects requiring multiple tasks and input from a variety of sources.
- Develop and implement a comprehensive research design and methods with specific timelines.

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- Access, download, consolidate, and analyze data from District information systems.
- Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
- Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
- Utilize sophisticated survey development and data processing equipment and software.
- Develop and implement online survey tools.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work well in team situations and collaborate effectively with diverse groups of people.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, economics, sociology, statistics, or a related field. A Master's degree is desirable.

Experience:



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Two years of increasingly responsible experience in the collection, analysis, reporting, and presentation of research data.

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. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with staff and others. At least minimal environmental controls are in place to assure health and comfort.

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.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.



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CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information



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Please reference Academickeys in your cover letter when
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Contact

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