

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

Job Title Senior Research and Planning Analyst
Department
Institution State Center Community College District
Fresno, California

Date Posted Jul. 26, 2024

Application Deadline 08/05/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

Apply Online Here <https://apptrkr.com/5466654>

Apply By Email

Job Description

Image not found or type unknown



Senior Research and Planning Analyst

Salary: \$89,390.00 - \$109,938.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024054

Closing: 8/5/2024 11:59 PM Pacific

Senior Research and Planning Analyst State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

General Purpose

Under general supervision, plans, designs and performs complex quantitative and qualitative research studies, surveys and other analyses; works with faculty, staff, districtwide committees and ad hoc groups to define research objectives and required data to achieve research objectives; performs project management duties for a portfolio of studies; conducts focus groups; prepares and presents research papers, reports and recommendations in order to communicate data for others to understand outcomes and make decisions; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Designs complex quantitative and qualitative research for a variety of institutional research projects and assignments including studies related to districtwide and college planning, accreditation, student learning outcome assessment, student success, retention, persistence and other institutional effectiveness measures and key performance indices (KPIs); works with faculty, administrators and others to identify required data sets and data sources to complete research effectively; coordinates projects from conceptual design and problem definition/hypothesis development through data collection, analysis, interpretation and findings; develops or assists in the development, dissemination and analysis of qualitative research surveys and other qualitative data measurement tools; manages a portfolio of projects, timelines and resources.; .
2. Develops proposals, tests research hypotheses and identifies appropriate research methodologies, statistical analysis techniques and required data resources; extracts, collects, analyzes and reconciles data and information related to strategic planning, accreditation, academic programs, grants, enrollment and curriculum management, student demographics and outcomes and other research and planning objectives; prepares and leads presentations of results of studies to a wide range of audiences at colleges and on a Districtwide basis.
3. Develops or assists in the development of data elements, databases and business practices related to the collection of student data; validates the consistency of data across programs, departments and throughout the District; generates complex data sets required for research, grant applications and reporting; ensures compliance with Federal Educational Rights and Privacy Act (FERPA) requirements regarding the use and protection of student data; designs and publishes dashboards and other visual data displays; regularly updates Districtwide data resources.

Senior Research and Planning Analyst State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

4. Leads and serves as a staff resource to District management, college and district committees and ad hoc groups involved in planning, accreditation, program review and other functions; represents Institutional Research to provide guidance and support in defining research objectives and data requirements and developing required, often complex data sets; troubleshoots planning, accreditation and program review processes and identifies potential solutions; contributes to decision making on appropriate courses of action; provides training sessions and workshops on data acquisition, usage and reporting.
5. Serves as an advanced functional expert for statistical software programs and modules and college databases; manages software and system user testing and may oversee software licensing; ensures the accuracy of data prior to submission to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed.
6. Develops complex queries and other tools to generate and format research data requested by faculty, administrators and staff; validates data interpretation and extraction methods; formats data from college databases and other sources for submission to state and local entities to meet reporting requirements; generates data sets required for grant applications and reporting.
7. Participates with other Institutional Research and Information Technology staff in developing a data warehouse, data warehouse features, agreed upon data definitions and data sources for purposes of institutional research and reporting.
8. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

1. May provide work direction, guidance and training to lower-level administrative staff and student workers.
2. Provides staff support for District policy review processes, ensuring input from all constituent groups.
3. Coordinates and provides staff support for the District's federally registered Institutional Review Board (IRB) and manages all IRB requests for the uses of District student data in research projects; develops and maintains forms and processes for standard IRB practices; provides support to the Trustee Fellowship Institute in the evaluation of grant opportunities.
4. Conducts focus groups and one-on-one interviews for research projects.
5. Conducts training sessions for new employees on the use of Qualtrics and other software in building dashboards.
6. Administers user licenses and platform permissions for Tableau Creator, Tableau Server and

**Senior Research and Planning Analyst
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

Qualtrics and provides technical support Districtwide.

7. Maintains and updates an institutional research and planning website; ensures uploaded content is ADA compliant.
8. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Theories, principles, methods and techniques of complex institutional, social science and other quantitative and/or qualitative research.
2. Professionally accepted research practices applicable to research design, methodology development/selection, data analysis and interpretation and reporting.
3. Principles and practices of survey development, design and dissemination, including use of creation and distribution software such as Qualtrics.
4. Theories, principles, methods and techniques of statistical analysis.
5. Data preparation and statistical analysis software packages such as R, Python, Tableau Prep and/or SPSS.
6. Advanced knowledge of data extraction and query tools such as SQL at a level required for assigned responsibilities.
7. Concepts, methods and techniques for the creation of data dashboards, including visual data display software such as Tableau or Power BI.
8. Methods and techniques applicable to college strategic and program planning, evaluation of accreditation standards and processes, program review and assessment of student learning outcomes.
9. Principles, practices and methods of administrative, organizational and management analysis.
10. Federal and state laws and regulations applicable to the work including Federal Educational Rights and Privacy Act (FERPA) and relevant sections of the California Education Code.
11. Principles, tools and techniques of project planning and management.
12. Data warehousing principles, methods, limitations and common use cases.
13. Modern office practices, procedures and equipment including computers and applicable software programs.
14. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
15. College and District organization, rules, policies and procedures applicable to departmental and

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

division operations.

16. Safety policies and safe work practices applicable to the assignment.
17. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Work consultatively with administrators, faculty, staff, committees and ad hoc groups to provide information and guidance on research, analysis and reporting functions and techniques.
2. Identify, investigate and define research questions, issues and problems and locate sources of reliable and reproducible data to meet research needs and requirements, as appropriate to assigned scope of responsibility.
3. Apply research principles, methods and techniques to ensure alignment with institutional research standards and best practices.
4. Understand, interpret, explain and apply standard research methodologies and techniques.
5. Use statistical analysis, visual display and other software packages efficiently.
6. Develop and use complex queries and other data extraction tools to generate reliable and reproducible data for use in conducting research and analysis for a variety of student outcome and other college planning, accreditation, reporting and other purposes. Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
7. Use specialized software to create and disseminate survey instruments.
8. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
9. Communicate effectively, orally and in writing.
10. Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities.
11. Maintain the confidentiality of information.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

A master's degree in social science, political science, psychology, educational psychology, sociology, criminology, geography, anthropology, economics, education, leadership, statistics, biology, chemistry,

Senior Research and Planning Analyst State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

physics, business administration including data analytics and/or cognitive science from an accredited college or university, and at least three years of progressively responsible experience performing quantitative and/or qualitative research, including responsibility for research design, methodology development and statistical analysis; or an equivalent combination of training and experience. Additional relevant experience may be substituted on a year for year basis for the required master's degree.

Experience in a social science or institutional research environment is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024



Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your transcripts (including when degree[s] was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates, plus ties, will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

Competency Assessment: August 13, 2024

Oral Interview Assessment: August 22, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies districtwide for six (6) months. **The current vacancy is at Madera Community College.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4579714/senior-research-and-planning-analyst>

Senior Research and Planning Analyst
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242222>

Downloaded On: Jul. 27, 2024 12:23pm

Posted Jul. 26, 2024, set to expire Aug. 5, 2024

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

,