FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Research Analyst

BASIC FUNCTION:

Under the direction of an assigned supervisor, extract and analyze data and generate reports from the student information (SIS), financial reporting (FRS) and human resources (HRS) database systems; provide the District with past performance, current status and future projections regarding students, classes, courses, departments and divisions within the colleges.

REPRESENTATIVE DUTIES:

1. Utilize a variety of software including statistical, graphics, spreadsheet, word processing and database software to compile form data extracted from various databases.
2. Access the SIS to extract specific student, class and course information for analysis and reporting.
3. Design and implement research projects as requested; assist in the development and design of surveys.
4. Prepare various statistical reports for District and College administrators, managers, departments and divisions; generate District matriculation statistical reports and monitor MIS data related to matriculation and assessment.
5. Access the FRS and HRS systems to extract budget and employee information for analysis and reporting; perform statistical analysis of surveys for District and College offices.
6. Operate a computer and other office equipment as assigned; monitor the operation of computer terminals and scanners for proper operation and maintenance.
7. Maintain the District statistical database for generation of State-required reports and files; utilize the Internet to access statistical and education data for comparison reports.
8. Administer placement tests, achievement tests and aptitude tests; coordinate test schedule and testing rooms; oversee the scoring of placement tests, vocational tests and personality tests; order tests and maintain the security of test materials.
9. Communicate with students in person or by telephone regarding testing procedures and processes; process student answer sheets to produce scores and test item analysis for instructors.
10. Coordinate with data services for testing and research related programs.
11. Attend a variety of meetings as assigned.
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Applicable computer operations, operating systems and software applications.
2. Research skills and techniques.
3. Oral and written communication skills.
4. Laws, rules and regulations related to assigned activities.
5. District organization, operations, policies and objectives.
6. Interpersonal skills using tact, patience and courtesy.
7. Technical aspects of field of specialty.
8. Record-keeping techniques.
9. Various mathematical computations including algebra.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Extract and analyze data and generate reports from SIS, FRS and HRS database systems.
3. Provide the District with past performance, current status and future projections regarding students, classes, courses, departments and divisions within the colleges.
4. Develop and create research plans with various users and departments.
5. Operate a variety of computer equipment and peripherals.
6. Communicate with computer programming personnel as needed.
7. Communicate effectively both orally and in writing.
8. Maintain records and prepare reports.
9. Meet schedules and time lines.
10. Maintain current knowledge of technological advances in the field.
11. Plan and organize work.
12. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in research methods including statistics and two years research and computer operations experience.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.

   PHYSICAL ABILITIES:

   1. Hearing and speaking to exchange information.
   2. Dexterity of hands and fingers to operate a computer keyboard.
   3. Seeing to read various materials.
   4. Sitting for extended periods of time.

DATE APPROVED: MARCH 1, 1999
RANGE: N-52
EEO-CATEGORY: H-30