MT. SAN ANTONIO COLLEGE
Human Resources
REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS
This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: _____Senior Research Analyst_____

Department: _____Research and Institutional Effectiveness_____

Time (FTE): __1.0__ Term (months/year): __12__

Work Schedule (Days, Hours): _____Monday - Friday 8-5pm_____

Salary Schedule (Range): _____A-124_____

Background and Rationale (use back of form if additional space is needed): _____See Attached_____
_____
_____
_____

☑ Continued Funded Position (ex. Vacancy)
    Former Employee (if applicable): _Daniel Berumen_
    Last day of employment: _09/24/2021_ ✓
    Reason for vacancy: _Got another pos_
    (Attach **Existing** Job Description)

☐ Newly Funded Position   Fiscal Year _____
☐ No Existing Job Description
    (Attach Draft of **New** Job Description)

☑ Classified   ☐ Confidential
☐ Supervisory   ☐ Administrative

For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
    (Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _District funding_

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _None_
_____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____11000-379000-211000-660000-2100_____ __100__% Amount $_____139,550_____
Account Number(s): _____ _____% Amount $_____

Funding: (check all that apply) ☑ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
    ☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

Patricia Quinones	09/30/2021		
1. Requesting Manager Signature	Date	4. Human Resources Signature	Date
Kelly M. Fowler	10/8/21	*signature*	10/25/21
2. Division Vice President Signature	Date	5. Vice President, Human Resources	Date
Bob Boyce	10/18/21		
3. Chief Compliance/Budget Officer Signature	Date		

☒ Funding available   ☐ Funding not available   Position Number: _CA9519_ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately   ☐ Denied   ☐ Modified

If position **does not have funding**, provide funding directions:_____

Rationale: _____

William J. Scroggins   10.26.21
6. Signature of President/CEO   Date

MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH	RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
CA9519	1.000	A	124	3	12	Senior Research Analyst	11000	100.00%	92,444	47,106	139,550	*The Position turns to vacant on 9/25/21.*

SENIOR RESEARCH ANALYST

DEFINITION

Under general supervision, independently performs a variety of advanced level professional activities involved in the research, collection, analysis, interpretation, and reporting of data and statistics to support institutional planning issues, decision-making, program planning, and other measures of institutional effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Research Analyst classification series and is distinguished from the Research Analyst position in that the Senior Research Analyst leads, designs, and conducts all levels of research projects in the Research and Institutional Effectiveness Department. The incumbent provides guidance and lead work direction to lower level research staff and provides suggestions to the Director, Research and Institutional Effectiveness regarding the operation of the unit and how to improve efficiencies.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Leads and coordinates day-to-day projects, services, and/or activities; recommends improvements or modifications.
2. Plans, coordinates, and conducts a variety of specialized professional activities involved in the research, collection, analysis, interpretation, and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, and program planning.
3. Responds to and evaluates ad hoc requests for data, statistical analysis, research projects, and studies; prepares requests for processing; arranges and maintains project schedules and timelines; designs strategies to complete assignments; analyzes and compares a variety of data solutions; makes team project recommendations to the Director.
4. Assists Director to evaluate and respond to requests for complex or original research support from within and outside the College; works independently with requestors to clarify their needs and optimize the utility of research results.
5. Designs, develops, and conducts advanced institutional research projects and activities to support external and internal accountability mandates in areas such as instructional and service performance, program review, enrollment management, matriculation, outcome assessment, student assessment exam instrument validation, evaluations, and staff development.
6. Writes research reports containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings.
7. Prepares a variety of narrative and statistical records, reports, and files related to institutional planning, research projects, data analysis, findings, conclusions, decision-making, and assigned activities; designs and produces related charts, tables, and graphs.
8. Provides technical support, assistance, and training to staff, faculty, administrators, and others concerning institutional effectiveness and related data and statistics; responds to inquiries and provides technical information concerning related projects, reports, research, practices, policies, and procedures.
9. Reviews, analyzes, and arranges data according to project and study specifications and requirements; evaluates data acquisition processes and resources to assure accuracy and completeness; prepares statistics, research data, and reports for distribution and disseminate to appropriate personnel.

10. Collaborates with staff, faculty, and administrators in the design, development, and implementation of research projects; advises personnel and others concerning valid research design and data collection, appropriate use of data and research results in generating recommendations.
11. Assists Information Technology with the maintenance of specialized databases and information systems such as the data warehouse for enhancement in order to facilitate research and planning activities.
12. Manages the input and coding of a variety of data and information into an assigned computer system including but not limited to queries, extractions, and manipulation of computerized data, records, and reports for use in projects, studies, and analysis.
13. Develops and implements analysis plans for complex data sets; examines and integrates information from various sources and of variable quality; provides insights based on systematic assessment of qualitative and quantitative data; evaluates regular research operations routinely to recommend strategies for improvement.
14. Provides conceptual ideas from research perspectives and supplies data evidence assisting with decision-making.
15. Develops, maintains, organizes, and utilizes extensive data files and databases using various computer platforms and software (e.g., database, spreadsheet, and statistical).
16. Plans, develops, and implements techniques to optimize the efficiency and effectiveness of data collection, research, and reporting activities.
17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
18. Perform other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, procedures, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
2. Computerized data collection, management, manipulation, and distribution requirements for analysis and reporting functions; record retrieval and storage systems; data verification and clean-up procedures.
3. Qualitative and quantitative analysis, longitudinal, and program evaluation studies.
4. Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design; statistical and mathematical computations.
5. Survey, study, data collection, and research project design, instruments, techniques, and methodology.
6. Report writing and statistical record-keeping techniques.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Issues and current trends in higher education, particularly as they apply to California Community Colleges.
9. Principles of student learning outcomes and general education outcomes.
10. Principles, practices, and procedures of educational measurement.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Lead a variety of specialized professional activities involved in the research, collection, analysis, interpretation, and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, and program planning.
2. Apply advanced knowledge and skills in conducting institutional research and analysis projects and

activities.
3. Plan, design, manage, and implement complex research projects independently.
4. Maintain the confidentiality of information.
5. Meet schedules and timelines.
6. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in behavioral science, mathematics, computer science, business administration, or related field and three (3) full time equivalent years of progressively responsible experience involving statistical research and analysis including work with computer databases and software applications at a professional level.

Preferred Qualifications:

1. Direct experience in institutional research for two (2) of the three (3) full time equivalent years of progressively responsible experience.
2. Working knowledge of Structured Query Language (SQL) and Operational Data Store (ODS) or equivalent.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Request to Fill – Senior Research Analyst

Background and Rationale

This is a request to fill a vacant Senior Research Analyst (SRA) position in the Research and Institutional Effectiveness department. This district funded position was vacated September 24, 2021. Former SRA received and accepted a position as Director of Institutional Effectiveness. Filling the vacant SRA position is crucial to the work that we do in Research and Institutional Effectiveness.

The work of the SRA will included the following (a detailed list of job functions is included in the job description):

- Enrollment management, including creating and updating enrollment dashboards
- Provide technical support and training to new educational research assessment analysts
- Support the Director with accreditation efforts
- Lead, design, and implement high impact research projects (research that will impact multiple areas of the college and multiple shared governance committee)
- High level data analysis and report writing
- Federal and state mandated reporting
- Attend and represent RIE in campus wide meetings
- Contribute to the work already being done on campus regarding data literacy