RESEARCH ANALYST
JOB #CCC780
$4,927 - $5,982 per Month
The District pays employee’s portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED: February 3, 2014
CLOSING DATE: February 27, 2014
POSITION LOCATION: Cypress College – Institutional Research & Planning
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES:
This position is responsible for performing extensive and technical institutional and student research and evaluation duties for use in college administration and faculty planning and decision making. Perform extensive statistical and technical planning, design, research and evaluation duties related to institutional projects. Utilize accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results. Assist in collecting, analyzing and preparing statistical information from multiple sources including surveys, studies, management information systems, reports, internal office and external agencies. Prepare statistical analysis and reports, which can be used in decision making, planning and federal and state reporting requirements. Prepare reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used, and narrative of findings and conclusions. Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities. Implement survey research projects and create electronic datasets for statistical analysis. Maintain and update applicable databases and associated documentation. Operate a variety of software packages used for data analysis, data management, graphics and word processing. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Bachelor’s degree in statistics, mathematics, economics or social/educational research AND sufficient related training and experience to demonstrate the knowledge, skills and abilities listed.

Knowledge of: Standard and advanced statistical procedures related to sampling, correlation analysis, projects 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; various computer software applications and specialized research-related software; correct English usage, grammar, and spelling.

Ability to: Create, develop and maintain computer databases; perform extensive and technical research and evaluation tasks; prepare comprehensive statistical and narrative reports; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; work confidentially with discretion; meet schedules and time lines; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; understand and follow oral and written directions; establish and maintain effective working relationships with others.
RESEARCH ANALYST - Continued

WORKING RELATIONSHIPS
The Research Analyst maintains frequent contact with various District departments and personnel and outside agencies.

WORKING CONDITIONS:
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2. Unofficial/official transcripts of Bachelor’s degree in statistics, mathematics, economics or social/educational research. The award of all degrees must be verifiable on a legible transcript. Must be submitted with application. Applications submitted without unofficial/official transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC780, Research Analyst in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before February 27, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu
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