North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  Job Line: (714) 808-4811
E-Mail: hr@nocccd.edu  Website: www.nocccd.edu

SENIOR RESEARCH AND PLANNING ANALYST
JOB #FCC626

$6,157 - $7,477 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: April 15, 2015 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: May 6, 2015
POSITION LOCATION: Fullerton College – Institutional Research and 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

Under general direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for planning, conducting, and presenting research and analysis of institutional data related to the development and assessment of college programs, services, activities, enrollment patterns and planning and accreditation related projects; design and execute complex research studies; and provide technical assistance to campus and District staff in the areas of program evaluation, assessment, and analysis; coordinate the work of the Research Analysts and other staff as needed to accomplish the objective of the office. Lead, plan, train, and review the work of staff responsible for implementing research related to program and administrative reviews, outcomes, assessment, and program evaluation as well as survey activities associated with student success and institutional effectiveness; actively participate in performing the most complex work of the unit. Train employees in their areas of work including current software practices, provision of advanced technical information, and research design, program evaluation and statistical analysis techniques. Coordinate the work of employees in documenting research protocols and processes related to program and administrative reviews and survey research activities in accordance with established standards of practice and procedures; prepare end user and technical documentation and instructions related to information systems, data warehouse, and research agendas. Consult with campus and District administrators regarding research needs, current studies, results of research, and related matters. Design and develop data collection procedures and acquisition of data and analysis for enrollment management and planning. Identify, develop and implement effective and sound survey instruments and intake forms for both required and investigative data trends analysis; evaluate and recommend appropriate sampling methods and techniques; participates in the collection and processing of data; participate in, review and coordinate the work of staff responsible for analyzing data and presenting results in comprehensive reports; assist campus and District staff in accessing student data and with data analysis. Write and provide technical and editorial assistance in the writing and publishing of special reports and publications; complete surveys and reports required by external public and private agencies; provide research support to grant applications and existing grants as required. Coordinate the development and design of office website; publish research information on site. Communicate complex research methodology and results in written and oral format in formal and informal presentations. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:
A Bachelor's degree from an accredited college/university with a major in statistics, mathematics, social science research, economics, or related field AND minimum four years of increasingly responsible research analysis and program evaluation experience including experience in the collection, analysis, reporting, and presentation of research data.

Ability to: Lead, organize, and review the work of staff; analyze requirements, recommend research design and analytical strategies, and execute complex statistical analyses appropriate to program evaluation activities and tasks; identify, evaluate, and solve complex research design and analysis problems; write complex reports related to research projects and program evaluations that demonstrate the ability to appropriately analyze statistical data and develop sound, logical conclusions and recommendations; develop, implement, and complete comprehensive research projects and program evaluations within specific deadlines; present and explain technical information in understandable terms; develop and implement online survey tools; interpret, apply and explain laws, regulations, policies and procedures; assess, analyze, implement and evaluate research project activities; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; communicate efficiently both orally and writing; establish and maintain effective working relationships with others.
Knowledge of: Advanced research design and statistical analysis methods and procedures and their application to program evaluation, survey research and statistical inference and significance; advanced survey design methods and implementation techniques; advanced project management, data management and reporting skills; methods and techniques of data collection, coding, extraction and processing, statistical analysis and reporting; principles of lead supervision and training; principles of database design and maintenance; principles and practices of statistical and administrative report preparation; District organization, operations, policies and objectives; correct English usage, grammar, spelling, punctuation, and vocabulary; record keeping procedures; budget preparation and maintenance.

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

WORKING CONDITIONS
College indoor office environment; frequent contact with faculty, staff and students; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.

APPLICATION PROCEDURE

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<th>Applicants MUST submit the following items:</th>
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<td>1) DISTRICT CLASSIFIED APPLICATION REQUIRED:</td>
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<td>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 forms will result in exclusion from the applicant pool.</td>
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<td>2) Cover letter and resume addressing job qualifications and responsibilities:</td>
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<td>Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.</td>
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<tr>
<td>3) Copy of valid Driver’s License:</td>
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<td>Must be submitted with application. Applications submitted without a copy of a valid Driver’s License will be deemed incomplete and will not be considered.</td>
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<td>4) Official/unofficial transcripts related to the position:</td>
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<td>Official or unofficial transcripts with degree posted; must be submitted with application. Applications submitted without transcripts attached will be deemed incomplete and will not be considered.</td>
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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 #FCC626, Senior Research & Planning Analyst in all correspondence. 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 May 6, 2015, 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. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). 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 IS AN EQUAL OPPORTUNITY EMPLOYER

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. Veteran status and people with disabilities are encouraged to apply. 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