

# CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

## 2024-2025

Internal Use

#: 2025-

**Requester Name:** Rajinder S. Samra

**Division Name:** Research, Planning, Effectiveness

### SUMMARY INFORMATION

**Title of Position Being Requested:** (Note: Please also attach a current or proposed district job description)

Research Analyst

**Position Will Reside in Division/Unit:**

Office of Research, Planning, and Institutional Effectiveness

**Indicate To Whom this Would Report:**

Rajinder Samra

**Indicate if this position or a similar position has been presented to RAC previously and in what years:**

2014, 2023

**The position is:**

**New**

Number of Hours per Week: 40

Number of Months per Year: 12

**Increase for an existing funded position**

**From:**  9  10  11 Months

**To:**  10  11  12 Months

**OR** From: \_\_\_\_\_ % to \_\_\_\_\_ %

**Name of Person Currently Holding Position:** \_\_\_\_\_

**New Categorically funded position (information only; position not ranked)**

**Number of Hours per Week:** \_\_\_\_\_

**Number of Months per Year:** \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

### **What key responsibilities would this person assume?**

The Research Analyst position is critical to the effective functioning of the Office of Research, Planning, and Institutional Effectiveness. This role is integral in providing essential data analysis and research support that informs strategic decision-making and policy development. The Research Analyst's expertise in data collection, interpretation, and reporting helps ensure that the office can accurately assess institutional performance and identify areas for improvement. Additionally, their ability to translate complex data into actionable insights is invaluable in shaping the institution's direction and enhancing its overall effectiveness. By contributing to the development of comprehensive research studies and participating in strategic planning, the Research Analyst plays an important role in driving the institution's success and advancement.

While the Research Analyst position encompasses a range of responsibilities, the top three are particularly pivotal for this individual. First and foremost, data analysis and reporting are central to this role. The analyst is responsible for helping to gather and interpret data in a manner that is both understandable and useful to our college. This involves analyzing trends, preparing comprehensive reports, and providing key insights that aid in decision-making and strategy development. Secondly, the development of survey and research instruments is a critical function. The Analyst is tasked with designing these tools to effectively capture the necessary data for institutional assessments. This process not only includes the creation of the instruments but also ensuring their accuracy and relevance in gathering pertinent information. Lastly, collaboration and communication form a fundamental aspect of the Research Analyst's role. Working closely with faculty, classified professionals, and administrators, the Analyst must understand and respond to their data needs, providing research findings in a way that can be readily translated into practical, strategic actions for program and institutional improvement and effectiveness.

Related to the top three responsibilities, but less glamorous, the Research Analyst helps to maintain and enhance the institutional research database. This includes helping to validate existing variables and adding new ones, a task that is critical for ensuring the accuracy and relevance of the data used for decision-making and analysis. The Analyst's role in this aspect involves meticulous attention to detail and a deep understanding of data integrity principles.

### **List other Personnel in the Unit (i.e. with shared or similar responsibilities):**

David Rodriguez

## **SECTION 1: PROGRAM NEED (contd)**

**Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.**

The ability of the Office of Research, Planning, and Institutional Effectiveness (R-PIE) to respond promptly and accurately to diverse data needs is critical to ensuring the institution remains agile and responsive in its strategic planning and decision-making processes. Quick and precise data analysis allows for the timely identification of emerging trends, challenges, and opportunities.

There has been increasing demand placed on R-PIE over the years in order to support data-informed decisions, especially around program review, grants, and ad-hoc requests. This demand stems from the critical need for comprehensive data analysis in shaping and assessing the effectiveness of programs and initiatives. In the area of program review, the office's insights are essential for evaluating program performance, ensuring alignment with educational goals and guiding curricular improvements. Similarly, for grants, the office provides vital data support, which aids in the development of strong proposals and includes data for compliance reports. Additionally, R-PIE faces a growing number of complex ad-hoc research requests for data, which reflect the increasing need to utilize data to help inform decision-making at our college. This ranges from program improvement-related decisions to how our college can maximize the Student-Centered Funding Formula (SCFF) metrics.

**And/or provide additional information supporting a need for this position and resulting impact on students or program:**

The Office of Research, Planning, and Institutional Effectiveness (R-PIE) at LPC is staffed by two full-time positions--the Director of Research, Planning, and Institutional Effectiveness and the Senior Research and Planning Analyst. According to The Research and Planning Group for California Community Colleges, the average staffing of research and planning offices at colleges is equivalent to a little over four full-time positions (RP Group, 2024).

This increase in staff capacity will significantly enhance the office's ability to manage and analyze the growing volume of data required for informed decision-making and strategic planning. The Research Analyst will provide much-needed support in data collection, analysis, and reporting, thereby enabling more comprehensive and timely insights. This addition will also allow for a more specialized distribution of tasks among the team, increasing efficiency and effectiveness in handling various research and planning activities. With the addition of a Research Analyst, LPC's R-PIE will be closer to the number of staff at Chabot College's research and planning office (Chabot has four full-time staff and LPC would have three if the Research Analyst were to join the office) and the state average. Moreover, R-PIE will be better equipped to undertake in-depth research projects, respond to ad-hoc data requests, and contribute more effectively to the college's efforts in improving student outcomes, program development, and overall institutional effectiveness.

### Reference

Research and Planning Group for California Community Colleges. (2024, April). 2023 survey of institutional research, planning, and effectiveness (IRPE) offices.  
[https://rpgroup.org/Portals/0/Documents/Membership/Membership\\_Survey/2023\\_Survey\\_of\\_IRPE\\_Offices\\_April2024.pdf?ver=2024-04-27-092137-790](https://rpgroup.org/Portals/0/Documents/Membership/Membership_Survey/2023_Survey_of_IRPE_Offices_April2024.pdf?ver=2024-04-27-092137-790)

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

**Explain how this position will contribute to and/or support student learning and success:**

The Research Analyst position is pivotal in contributing to and supporting student learning and success through a variety of means. Primarily, the role involves providing data-driven insights that are crucial for the improvement of academic programs and student services. By analyzing data on student performance, engagement, and outcomes, the Analyst helps shape programs that are more responsive to student needs, thereby enhancing their learning experience and success rates.

Furthermore, the role is instrumental in supporting decision-making processes that are centered around student preferences and requirements. This includes identifying trends and patterns that inform course adjustments and the enhancement of support services. Another key contribution of the Research Analyst is in identifying at-risk students through data analysis, enabling early intervention with support measures to improve retention and success.

The role also entails evaluating the effectiveness of educational initiatives and programs, providing a clear understanding of what strategies are working and which areas require improvement. This evaluation is essential for optimizing resource allocation and program design in ways that directly benefit student learning.

Lastly, the Research Analyst helps foster a culture of evidence-based decision-making and continuous improvement within the institution, which is essential for creating an environment that prioritizes and effectively nurtures student learning and success. Overall, the Research Analyst plays a critical role in using data to inform and enhance various aspects of the educational experience.

**Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:**

The Research Analyst position will have a positive impact on accreditation by providing crucial data and analyses that demonstrate LPC's adherence to accreditation standards and its commitment to continuous improvement. Through comprehensive data analysis, the Research Analyst will help the institution identify and showcase its strengths, address any areas of concern, and illustrate its ongoing efforts to enhance educational quality and effectiveness. This role is integral in gathering and interpreting data that are essential for preparing accreditation reports, including the annual and midterm reports as well our Institutional Self-Evaluation Report (ISER). By offering insights into how well the institution is meeting its educational objectives and the needs of its students, the Research Analyst supports the development of a compelling narrative for ACCJC. This narrative is backed by empirical evidence, highlighting the institution's dedication to excellence and accountability in higher education. Furthermore, the accurate and timely data provided by the Research Analyst enables the institution to proactively address any future accreditation recommendations and ensures continuous alignment with the evolving standards of ACCJC. In essence, the Research Analyst plays a pivotal role in helping to support a positive accreditation status, which underscores our college's commitment to high-quality education and institutional excellence.

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

#### **LPC PLANNING PRIORITIES:**

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus

**Indicate how this position supports the College's mission and/or planning priorities:**

The Research Analyst plays a vital role in supporting our college's mission to provide an inclusive, learning-centered, equity-focused environment that facilitates educational opportunities and supports students' goals. This support is manifested through several key areas:

Firstly, in terms of data analysis for inclusivity and equity, the Analyst examines data related to student demographics, performance, and engagement. This analysis is crucial to ensure that the college's practices and programs are inclusive and equitable. By identifying gaps or disparities in student outcomes, the Analyst helps inform strategies that address the needs of diverse student populations, ensuring that all students have equitable opportunities for success.

Secondly, regarding the evaluation of learning-centered, the Research Analyst assesses the effectiveness of various teaching and learning resources. This involves analyzing Institutional Student Learning Outcomes (ISLOs) and student feedback to ensure alignment with our learning-centered mission.

Thirdly, in supporting educational goals and completion, the Research Analyst plays a critical role by tracking and analyzing data on student progress, retention, and completion rates. This data provides insights that help the college understand factors influencing students' educational pathways. With this information, the college can develop interventions and support systems specifically tailored to assist students in achieving their transfer, degree, and career-technical goals.

Additionally, in promoting life-long learning, the Research Analyst assists in identifying trends and preferences in lifelong learning opportunities. This could include analyzing the demand for community education opportunities and adult learning programs, which can aid in the development of offerings that cater to life-long learners.

A key initiative involving the Analyst that advances the college's mission is Guided Pathways. The Analyst can provide important data enabling pathway teams to make informed and actionable decisions in support of student success. For example, the Analyst can identify students within each pathway who have completed transfer-level English but not transfer-level math, or vice versa. This will allow pathway teams to proactively reach out and provide support, especially to students from underrepresented communities.

The insights provided by the Research Analyst could be crucial for the development of policies, programs, and initiatives that reflect the college's mission. By ensuring that decisions are informed by accurate and comprehensive data, the Analyst helps the college to continuously improve and adapt its offerings in response to the evolving needs of our students.

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

This need was described explicitly in a Program Review (Year 2023-24).

This need was implied in a Program Review (Year \_\_\_\_\_).

This need was not included in a Program Review, but has become a need since that time.

**Explain, including language from Program Review (if available):**

The Research Analyst helps to advance the mission of the Office of Research, Planning, and Institutional Effectiveness (R-PIE) and in turn advances the mission of our college. The mission of R-PIE is "...to provide systematic, timely, user-friendly data and analysis services that support College and department planning, enhance decision making and policy formation, fulfill reporting requirements to external agencies including accreditation, coordinate and integrate various planning and evaluative processes, and measure and communicate institutional effectiveness to internal and external stakeholders." Ultimately, the mission of the office is to support evaluation and analysis of data. This helps the college measure progress towards its mission, vision, and goals.

The mission of R-PIE plays a crucial role in supporting and enhancing the overall mission of the college. By providing systematic, timely, and user-friendly data and analysis services, R-PIE helps to ensure that the college has access to vital information that informs strategic planning and decision-making processes. This level of detailed analysis and reporting aids in the identification of areas for improvement and opportunities for growth, aligning with the college's commitment to continuous development and excellence in education. Furthermore, R-PIE's efforts in fulfilling reporting requirements and maintaining accreditation standards not only uphold the college's credibility but also ensure compliance with essential educational guidelines. This directly contributes to maintaining high standards of education and service, which are fundamental to the college's mission. The integration and coordination of various planning and evaluative processes undertaken by R-PIE create a cohesive and comprehensive framework for assessing institutional effectiveness. This, in turn, allows the college to effectively communicate its achievements and challenges to both internal and external stakeholders, fostering transparency and trust. Such a robust support system is invaluable in guiding the college towards realizing its mission, vision, and goals.

The Research Analyst position is critically needed in the office in order to meet the increasing demands for data-driven decision-making and strategic planning. As the volume and complexity of data grow, the need for additional expert analysis becomes paramount to interpret and utilize this information effectively.

The Research Analyst will play a key role in converting raw data into actionable insights that will help inform policy development, program enhancement, and resource allocation. Their expertise in data handling, analysis, and reporting will help ensure that decisions are made based on accurate and comprehensive information, which can lead to more effective and efficient outcomes. Their role is also pivotal in identifying and addressing equity gaps, thereby supporting the college's dedication to fostering an inclusive and equitable educational environment, particularly for students from under-served communities. Additionally, the position is essential for monitoring and evaluating ongoing initiatives, thereby ensuring continuous improvement and alignment with our college's goals and objectives. In essence, the Research Analyst will be instrumental in helping to respond proactively to evolving challenges and opportunities.

**SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS**

**Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:**

The Office of Research, Planning, and Institutional Effectiveness (R-PIE) has helped to advance safety on campus. For example, R-PIE has conducted Covid-19 related surveys in order to better understand the health and safety concerns of our students. The results of these surveys have been utilized to inform planning. More could be done by R-PIE to address safety on campus. The Research Analyst could help design and conduct surveys to gauge the perceptions and concerns of students, faculty, classified professionals, and administrators regarding multi-faceted aspects of campus safety. Understanding these perceptions could be crucial for addressing areas where the campus community feels vulnerable and for implementing measures that enhance safety and security.

**SECTION 6: COSTS\***

<b>Estimated Increase or Proposed Annual Salary Cost:</b>	\$	<u>89,366.00</u>
<b>Estimated Benefits Cost:</b>	\$	<u>100,116.00</u>
<b>Total Cost for Position:</b>	\$	<u>189,482.00</u>

**NOTE:** Full Time = 20-40 hours per week or 50% - 100%  
Regular Hourly = 18 hours or less per week (<50%)

*For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to [Ssong@laspositacollege.edu](mailto:Ssong@laspositacollege.edu)*

**SECTION 7: SIGNATURES**

**Requester**

*Rajinder Samra*

11/14/24

Date - *click for drop-down*

**Administrative Services Technician**

*S. Song*

11/14/24

Date - *click for drop-down*

**Division Dean**

Not Applicable

Date - *click for drop-down*

**Vice President**

*Dzell*

11/19/24

Date - *click for drop-down*

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **RESEARCH ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, perform a variety of professional level administrative, technical and analytical duties in support of the District's and College's Institutional Research functions; implement the Chabot College Institutional Research (IR) agenda by designing data collection instruments, conducting data collection and analysis, programming in relational database software and SPSS, designing and producing complex tables, graphs, and reports, obtaining research information from the internet, and performing other related research collection, analysis, and dissemination tasks; and assist management and supervisory staff in facilitating the implementation of the IR agenda by overseeing and assigning work to part-time staff and in overseeing office activities in the absence of management/supervisory staff.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepare and disseminate periodic reports on the current status and recent trends in student characteristics, access, needs, outcomes, and satisfaction with campus climate and academic and student services.
2. Program research requests using relational database software (BrioQuery) and SPSS software on the IR database.
3. Design spreadsheets, statistical tables, and associated graphics using spreadsheet (Excel) or other software in order to report data; prepare presentation and communication materials using appropriate software.
4. Participate in the development of survey and research instruments and associated data entry formats.
5. Collaborate and communicate with faculty, administrators, and staff to provide research, analysis, and reporting of institution data; analyze research results and develop requested reports.
6. Participate in conducting assessment and prerequisite-related research.
7. Collect and analyze economic, labor market, and demographic data for College strategic planning purposes.
8. Assist in the preparation of written and Web-based reports for current research projects.
9. Develop, maintain, and extend Institutional Research Website.
10. Coordinate research activities of the office in the absence of management/supervisory staff.
11. Participate in facilitating the work of part-time staff; provide work direction and training to staff.
12. Participate in professional organizations, conferences, and workshops to keep informed of current ideas, research, and practices related to area of assignment.
13. Perform related duties as required.



**Chabot-Las Positas Community College District**  
**Research Analyst (Continued)**

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of institutional research program.
2. District organization, operations, policies, terminology, rules, programs, and objectives.
3. Social science/educational research design principles and methods; data collection and coding methods.
4. Analysis, writing, and reporting methods.
5. Standard statistical procedures and research methods including those related to sampling, projections, significance, and distributions.
6. Principles and practices used in the development and implementation of survey instruments and techniques.
7. Office procedures, methods, and equipment including operating characteristics of personal and mainframe computers, peripherals, and a variety of software applications including statistical, word processing, advanced spreadsheet, and database management applications.
8. Social science programming (SPSS and relational database software (BrioQuery).
9. Principles and procedures of complex data management and reporting.
10. Principles and practices of fiscal, statistical, and administrative report preparation.
11. Principles of business letter writing.
12. Principles and practices used to establish and maintain files and information retrieval systems.
13. Work organization principles and practices.
14. Interpersonal skills using tact, patience, and courtesy.
15. English usage, spelling, grammar, and punctuation.
16. Community college programs, services, and organization.

**Ability to:**

1. Perform a variety of professional, technical, and analytical institutional research duties with minimum guidance and supervision.
2. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
3. Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
4. Perform statistical research and analysis work of a specialized nature involving the use of independent judgment and personal initiative.
5. Analyze current and historical statistical data and develop sound, logical conclusions and recommendations.
6. Use the Internet and Web-based software for research tasks
7. Assist in planning, organizing, and directing complex projects requiring multiple tasks and input from a variety of sources.
8. Develop and implement a comprehensive research design and methods with specific timelines.
9. Access, download, consolidate, and analyze data from District information systems.
10. Compile data and prepare and present administrative, analytical, and technical reports and recommendations.
11. Develop spreadsheets with tables, graphs, and text.
12. Prepare clear and concise oral and written reports both narrative and statistical.

**Chabot-Las Positas Community College District**  
**Research Analyst (Continued)**

13. Apply excellent communication skills including English language writing and grammar skills; communicate effectively via written correspondence, listening, speaking, and communicating complex ideas clearly.
14. Work collaboratively, congenially, and effectively with a diverse group of staff to encourage, support, and provide information related to institutional research.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
17. Plan and organize work to meet schedules and changing deadlines.
18. Operate office equipment including personal and mainframe computers, peripherals, and supporting applications including advanced spreadsheet and database management systems used in data analysis, maintenance, and report preparation.
19. Adapt to changing technologies and learn functionality of new equipment and systems.
20. Communicate clearly and concisely, both orally and in writing.
21. Establish and maintain effective working relationships with those contacted in the course of work.
22. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, economics, sociology, statistics, education, the social sciences, or a related field that included coursework in research methods and statistics.

**Experience:**

Two years of increasingly responsible experience in the collection, analysis, reporting, and presentation of research data.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

4/18/00;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional