CLASS SPECIFICATION
CAED Research Analyst

FLSA Status: Nonexempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under the direction of the Associate Director, Grants Development provides project research, prepares and writes research briefs in support of the District’s initiatives and special projects, fund development and advancement activities. Works collaboratively with College leadership, departments, grant writers and developers, faculty and staff, external organizations, partners, and individuals to follow through on activities for projects, funding and advancement opportunities. Projects and funding development, and advancement includes but is not limited to research, design, development and presentation of project related research needs; coordinates, organizes analyzes, prepares, writes and disseminates research for project proposal submissions and funding opportunities, reports on research results, and federal, state and/or local project required reports; updates and maintains projects reports repository; performs related administrative tasks in support of project proposal, funding development, and activities; prepares and disseminates project information to project managers; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS
The CAED Research Analyst provides writing support to the sourcing, development, proposal, and securing of funding for on-going projects and programs and one-time commitments that meet institutional priorities. The CAED Research Analyst monitors proposal processes and develops and drafts projects and funding proposal sections. Work requires coordination and collaboration with the Office of Institutional Effectiveness, project management support of the project proposal and funding process, working knowledge of project development and advancement opportunities and sources, grant terminology, forms, proposal formats, expert use of proposal submission systems, as well as use of specialized search tools, and research methodologies required to support District project and funding proposal development.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts assigned institutional research projects and studies; defines research issues and/or hypotheses, utilizes established, appropriate research methodologies and statistical analysis techniques and performs analyses using sound, up-to-date research practices; identifies required data resources; extracts, collects and analyzes data and information related to economic and workforce programs, academic programs, curriculum, demographics, student and employer surveys, labor market information data, economic impact study research, and other relevant data; conducts publications and literature reviews.
2. Downloads, formats and builds longitudinal database files from the California Community college Chancellor’s Office Management Information System (MIS); data entry into District-wide information systems; utilizes data and system to monitor and track projects activities, assessments and outcomes.

3. Works collaboratively with other research staff, instructional divisions, administrative units and others to conduct research on teaching and learning in the classroom and on the effectiveness of support services; summarize and analyze research and prepares research briefs; disseminates results and presents on briefs and research findings as appropriate.

4. Assists in or designs and develops research proposals and conducts studies on career and technical education and STEM course and program learning outcomes, including state-mandated data collection and reporting, analysis of core performance accountability measures, student and employer satisfaction surveys; conducts other follow up studies.

5. Research programs of local, state and federal government agencies, and private and corporate foundations to verify the availability of project funding sources.

6. Researches and analyze incoming requests for proposal or application opportunities, and prepares draft summary reports of projects, funding and advancement opportunities for college leadership.

7. Provides technical assistance to College leadership, faculty, staff and teams in the area of proposal, funding opportunities and advancement development, including administrative support such as preparing proposal checklists, tables and project planning documents for proposals development.

8. Coordinates and monitors action items, outlines, timelines, milestones, staffing, budgets and College templates for project proposal development team, and organizes proposal packets, edits and coordinate and assembles project proposal components.

9. Coordinates and conducts research, analysis to interpret and incorporates relevant data including industry statistics, labor market information, employer satisfaction surveys, and workforce and demographics trends in support of project and funding development and writing.

10. Coordinates the collection of data from employers regarding satisfaction with LBCC graduates and completers of LBCC workforce preparation training programs.

11. Supports development and maintains basic training for project managers’ related project submissions and funding of awards, and assists with monitoring of project delivery timelines, deliverables and relevant District policies.

12. Establishes, organizes, maintains and updates specialized and comprehensive project and awards databases, District files and records, including maintaining online grant data repository.

13. Provides and performs administrative functions and tasks to support Associate Director and department, including but not limited to updating information and resources in reference library; coordinating and scheduling meetings, maintaining calendars, filing, drafting award information fact sheets, project summaries, announcements and related newsletters.

OTHER DUTIES
1. May serve on other District committees, as assigned.

2. May attend workshops, conferences, meeting or other events, as assigned.

QUALIFICATIONS

Knowledge of:

1. Theories, principles, methods and techniques of institutional and social research.

2. Professionally accepted research practices applicable to research design, methodology, development/selection, data analysis and interpretation and reporting.

3. Advanced outcomes driven research methodologies and techniques, including advanced web and internet, and use of adobe professional suite software.

4. Principles and practices of survey development, design and dissemination.

5. Theories, principles, methods and techniques of statistical analysis, including univariate, multivariate, descriptive, inferential and non-parametric statistics.

6. Statistical analysis software packages such as SPSS.

7. Report generation using EMSI, COGNOS, or other business intelligence analysis/reporting tools, data warehouses, and other similar tools.


9. Basic principles, tools and techniques of project planning and management.

10. Principles and practices of sound business communication appropriate to a variety of audiences, correct English usage, including spelling, grammar and punctuation.

11. The California Community College Systems and its relationship to local community college institutional research functions.

12. Available reference sources, materials, and other resources for researching and gathering information on city, county, state, national population, demographics, industry sectors, labor market and other specialized information necessary for grant proposals development.

13. Private foundation structure, practices, processes, funding requirements, administration, and terminology.

14. Federal, state and local organizations, structures, practices, processes, funding requirements, administration and compliance terminology.

15. Grant development methodologies, submission requirements and processes, reporting requirements of Federal, state and local agencies/organizations.

17. Advanced use and operation of computers and business software including word processing, spreadsheet, databases, presentation applications, internet search engines, and software specific to grant proposal management and reporting.

**Ability to:**
1. Identify, investigate and define research issues and problems and locate sources of information to meet research needs and requirements, as appropriate to assigned scope of responsibility.
2. Understand, interpret, explain and apply standard research methodologies and techniques.
3. Use interactive analytical statistical software packages efficiently, including SPSS or similar tools.
4. Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation and graphics and database applications.
5. Work collaboratively with staff at all levels, department heads, school deans, academic support staff and others to conduct research and study projects.
6. Use specialized software to create survey instruments.
7. Prepare clear, concise and comprehensive reports and other documents appropriate to the audience.
8. Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities.
9. Communicate clearly and effectively, both orally and in writing. Proofread and edit accurately and compile presentation quality reports.
10. Present professionally to internal and external individuals and groups.
11. Understand and carry out written and oral instructions and presentations.
12. Maintain the confidentiality of information.
13. Understand and interact sensitively with the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of staff, students and the community—at-large.
14. Establish and maintain effective working relationships with District managers, deans, department heads, academic support staff, other District staff, consultants and others encountered in the course of work.
15. Compile, analyze, calculate, aggregate, and interpret vast amount of information, data, and apply complex statistical and relevant technical information appropriately and accurately.
16. Interface with faculty and other departments in a collaborative manner; communicate and provide clarification on matters that may be technical, difficult and/or obscure; deliver formal and informal training, and provide problem-solving assistance on complex and sensitive grants-related issues.
17. Use technology, including a computer and software to produce necessary research results, reports, in an efficient and effective manner, including use of EMSI, COGNOS, data warehouses, etc.
18. Understand and apply education code requirements and college policies.
19. Exercise sound, independent judgment and creativity in day to day performance of duties, apply and interpret events, situations, rules and regulations appropriately, and escalate issues as appropriate to supervisor.

20. Oversees maintenance of confidential and specialized records and files.

21. Exercise tact, discretion, courtesy, patience and diplomacy in dealing with sensitive and complex issues and situations.

22. Establish and maintain effective, productive, and collaborative working relationships with faculty, management and staff; granting agency and/or collaborative partner contacts; business professionals; students; and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor’s degree in behavioral sciences, public policy, statistics, higher education administration or a closely related field; and one year of demonstrated progressively responsible research and analysis, project and proposal development, advancement support, administration or compliance experience, preferably in an higher educational setting; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, an employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with District
faculty, management and staff; granting agency and/or collaborative partner contacts; other community college grant professionals; students; and others encountered in the course of work.