CLASS SPECIFICATION
Planning Analyst

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

GENERAL PURPOSE
Under direction, performs a variety of complex and responsible activities in support of the District's planning, accreditation and program review processes and activities; serves as liaison with District management, faculty, staff and others in carrying Office of Planning functions; updates and maintains a variety of comprehensive reports, records and files; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Planning Analyst performs a variety of complex and responsible activities in supporting the Office of Planning in carrying out its planning, accreditation and program review processes, functions and responsibilities. The incumbent is responsible for preparation and production of clear, concise, comprehensive reports and documents for diverse areas of Office accountability, requiring a detailed knowledge of the requirements, terms and conditions applicable to each. Work requires demonstrated competencies in coordinating and collaborating with administrators, management and faculty at all levels to ensure completion of program review and accreditation processes by established deadlines. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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. Organizes, coordinates and tracks completion of planning, accreditation and support services program review functions in the Office of Planning, with significant responsibility for ensuring alignment with District mission, goals, objectives, organization and operating practices; coordinates and regularly confers with faculty, staff and management on various aspects of planning, accreditation and program review functions and processes, including budgets, timelines and work plans.

2. Analyzes, interprets, determines adequacy/sufficiency and relevance and incorporates data and information in plans and reports, including statistics, results of needs assessments and trend information; complies, organizes, drafts and edits reports and other documents in conformance with federal and state requirements; using appropriate ACCJC and Chancellor's Office websites and other channels, submits reports within required timeframes.

3. Prepares, updates and maintains a variety of comprehensive and specialized reports in multiple formats, including manipulation, analysis and interpretation of complex and technical information to
meet grantor agency and District requirements; develops, designs, uses and submits forms, surveys and other materials to facilitate completion of applicable processes; establishes, organizes, maintains and updates comprehensive and specialized planning and accreditation documentation, records and files.

4. Serves as a staff resource to District management, administrators, faculty and staff in carrying out their assigned planning, accreditation and program review functions; responds to inquiries and provides one-on-one technical training; provides administrative support regarding expenditures, hiring, payroll, procurement and reporting, in compliance with all applicable District policies and procedures; interacts with others across the District to troubleshoot planning, accreditation and program review processes and identify appropriate solutions; participates in developing and conducting training sessions and workshops on processes, procedures and timelines to be followed in applicable work efforts.

5. Assists the Dean in planning, development and implementation of planning, accreditation and program review projects; assists in developing work programs, plans, processes, systems and procedures to achieve department/District goals, objectives and performance measures for the Office of Planning; reviews and monitors Office budget expenditures; coordinates and oversees purchasing and/or maintenance of assigned facilities and equipment.

6. Provides specialized administrative support to the Accreditation Self-Study Committee and other planning and program review committees; prepares, compiles, copies and distributes agendas, memos, handouts and other materials to committee members; tracks meeting attendance; prepares, distributes and archives meeting minutes; compiles data and prepares summary reports.

7. Supervises, assigns, schedules and reviews the work of Office clerical staff and student assistants.

OTHER DUTIES

1. Designs, updates and maintains specialized websites for planning, accreditation and program review processes; develops and produces planning and accreditation newsletters.

2. Provides information regarding Office programs, processes and procedures as requested.

3. Provides a variety of administrative support to the Dean as needed.

QUALIFICATIONS

Knowledge of:

1. Concepts, methodologies, processes and terminology applicable to District planning, accreditation and program review functions.

2. Sources of data and reference resources for demographic and other data required in planning, accreditation and program review processes.

3. Federal, state and local laws, regulations and court decisions applicable to areas of responsibility.

4. Research methods and data analysis techniques, including statistical formulae, applicable to the work.
5. Advanced uses of business software, including word processing, database and spreadsheet programs to create documents and materials requiring the interpretation and manipulation of data.

6. Principles and practices of sound business communication, including multi-media and web-based communication methods appropriate to a variety of audiences.

7. Principles and practices of project management.

8. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.


**Ability to:**

1. Organize, set priorities, take initiative and exercise sound independent judgment within general policy guidelines.

2. Compile, synthesize, interpret relevance and formulate complex statistical and technical information accurately and appropriately to support planning, accreditation and program review functions.

3. Identify problems/questions and follow up to clarify data that may be highly technical, difficult and/or obscure to ensure the accuracy of planning, accreditation and program review processes.

4. Coordinate and collaborate with multiple and diverse committees, groups and District stakeholders to accomplish assigned responsibilities in a smooth and timely manner.

5. Manage multiple and rapidly changing priorities to meet the needs of the Office of Planning.

6. Analyze situations and develop effective courses of action.

7. Communicate complex information and ideas clearly and effectively, both orally and in writing, to multiple audiences.

8. Operate a computer using word processing, database and other business software and other standard office equipment.

9. Organize and maintain extensive and specialized files and records.

10. Use a high degree of tact, diplomacy in dealing with sensitive and complex issues and situations.

11. Establish and maintain effective working relationships with all levels of District management, administrators, faculty, staff, Board and committee members, officials of other organizations, the public 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 education, business administration or a closely related field; and at least two years of progressively responsible
experience in performing analyses of complex data; 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, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands 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 complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; observe and interpret people and situations; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with District management, administrators, faculty, staff, officials of other organizations, the public and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.