RESEARCH PLANNING ANALYST

(2 positions)
Office of Institutional Effectiveness (full time permanent)
Office of Institutional Effectiveness (CTE temporary - grant funded through 6/30/2015)
100% - 12 month
Work schedule: Monday through Friday; 8:00 a.m - 4:30 p.m.
#049

DEFINITION:
The primary function of the Research and Planning Analyst is part of a team led by a Senior Research and Planning Analyst. The primary function of the Analyst is to design and execute District institutional research and planning projects from data collection to reporting.

EXAMPLES OF DUTIES:
1. Identify appropriate District and/or external sources of data for each research project and retrieve the data in appropriate form using suitable tools. Maintain up-to-date knowledge of District and external data resources and research and statistical tools and techniques.

2. Select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study, which include but are not limited to matriculation, prerequisites, assessment, staffing patterns, program evaluation, program costs, curriculum, grant applications and evaluation, accreditation, student outcomes and follow-up, student and staff characteristics, planning data integrity, and state and federal and grant-related reporting requirements.

3. Organize and present research-based information, analysis, and interpretation clearly and effectively in narrative, tabular, graphical, and oral modes. Produce data for periodic reports on District characteristics (e.g., the annual Observations databook).

4. Carry out data collection, coding, and input functions using appropriate tools, such as scannable forms with mark-sense scanners and software, or manual data entry.

5. Maintain a research data warehouse system and an indexed archive of information and reports suitable for answering typical current questions and anticipating future ones.

6. Conduct audits of District centralized data files; bring errors to the attention of appropriate offices on campus.

7. In accord with established research priority guidelines and under the direction of the Senior Research and Planning Analyst, respond to research requests and report submission requirements of grant funded programs at the Institution.

8. Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research and program evaluation-related activities.

9. Represent the Office of Institutional Effectiveness on District committees and the college at professional conferences.

10. At the request of a supervisor, perform a variety of unscheduled duties normally and traditionally performed by a Research Planning Analyst.
MINIMUM QUALIFICATIONS:
Education and Experience: Bachelor’s degree in a field involving social science or higher education or similar research, with coursework in tests and measurements, statistics, and/or research design/methods. Experience conducting research, analyzing data, and presenting findings.

Knowledge and Abilities: Demonstrated knowledge of current principles and procedures of social science or higher education research planning, design, methodology, and analysis; principles, theories, techniques, and methods of inferential and descriptive statistics; computerized information systems as they pertain to research; computer software such as statistical analysis, word processing, database management, spreadsheets, graphics, and telecommunications. Demonstrated ability to exercise critical judgment and creativity and to work independently; establish priorities for, plan, and organize a variety of work assignments; interpret accurately institutional policies and procedures; keep information secure and confidential; work cooperatively and effectively in an environment with diverse staff and students.

OTHER REQUIREMENTS:
• Strong written and oral communication skills and organizational skills.
• Experience coordinating data collection from multiple sources in multiple formats on grant funded projects.

DESIRABLE QUALIFICATIONS:
1. Experience with ARGOS reporting software or similar reporting software preferred.
2. Working knowledge of Windows applications, including Microsoft Word, Access, Excel, and Publisher and SPSS, STATA and ARGOS.
3. Graduate degree(s) reflecting coursework and/or methodology in research and evaluation as well as experience in conducting research project(s).

PHYSICAL ABILITIES:
Seeing to inspect written documents, communicate with District staff, sitting for extended periods of time, bending, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to operate a keyboard and other office equipment.

PROBATIONARY PERIOD:
One year.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 54 on the Classified CFT Salary Schedule which is available online at www.pasadena.edu.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by July 14, 2015 at 5:00 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4–5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.
1. Official District application
2. Cover letter
3. Professional resume
4. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:
Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

MISSION:
The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:
The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer