

Position
Research Analyst #CL16-0813
Research/Santa Ana College
Full Time Position



Hours
40 hours/week, 12 months/year

Salary
2015-2016 CSEA Salary Schedule
Grade 16 \$57,852.83 - \$73,841.66/year

Benefits
The District shall contribute up to \$25,517.64 per fiscal year toward employee and dependent(s) medical/dental coverage; contribute \$1350 per fiscal year toward dependent(s) or employee medical/dental coverage or other approved deductions consistent with IRS regulations; provide life insurance of a minimum of \$50,000 or a maximum not to exceed the annual salary of the employee. Holidays, sick days, and vacation are earned in accordance with the CSEA contract. Payroll deductions include the California Public Employees' Retirement System and Social Security.

Starting Date: As soon as possible after the offer of employment.
Deadline to Apply: Wednesday, July 20, 2016, 5:00PM

CLASS SUMMARY

Under direction works with administrative and instructional staff and other community colleges and agencies to develop and implement research studies; identify research questions and appropriate project design, prepare research instruments and implement data collection process, analyze data and produce reports; coordinates and disseminates information; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Prepares research designs and data collection instruments; completes literature reviews; creates data processing designs for the microcomputer and/or mainframe processing of research data; supervises student assistants and the collection of data; analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays; writes research reports; presents and disseminates research findings; attends meetings and maintains communication and liaison with research study-related individuals; coordinates ongoing research which may relate to topics such as student retention and tracking, student outcomes, follow-up studies, student skills assessments, demographics, institutional self-study and community and business needs assessments.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager and may supervise the work of student assistants.

REQUIREMENTS

Any combination of training and/or experience equivalent to a Bachelor's degree with educational background in statistics, computer science, educational program delivery or management; and three years of experience in research or demonstrated ability to conduct such research. Thorough knowledge of research design and methods, analysis, writing and reporting methods. Good knowledge of statistics, data processing software; data collection instrument development; community college programs. Ability to write clear, concise reports; communicate well with other program staff; organize and coordinate projects; initiate, design and complete research projects with a minimum of direction; learn new computer technology and research methods; work cooperatively with others of diverse program backgrounds. Skills: research, computer, human relations, organizational, and statistical skills sufficient to carry out the job duties successfully.

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interview:

- Educational experience (breadth and depth)

- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the online district classified application by the specified closing date for the position at www.rscgd.edu. All materials must be submitted online. A computer which can only access RSCGD employment website and scanner to upload application materials/documents (no USB) are available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday. Note: Closed Fridays beginning June 9, 2016 – August 5, 2016.

Please upload the following application materials in the appropriate boxes with your online application by the closing date:

- Resume in Word format (Required)
- Any additional supplemental materials (Optional)

This applicant pool may be used for vacancies in the same classification occurring within the next six months.

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal record check will be paid for by the candidates.

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, age, sex, gender identity or expression, sexual orientation, or military and veteran status.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Department for assistance.

Post: Tuesday, June 21, 2016