GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
_____January 20, 2023_____
Date

Site	Position	Justification
☒GC ☐CC ☐DS	Please include: **Position Title:** Research & Planning Analyst **Position #:** CL-00635 **FTE:** 1.0 **Level:** CL-44 **Department:** College Planning & Institutional Effectiveness	**1. Key responsibilities of position:** Under the direction of the Senior Dean of College Planning & Institutional Effectiveness, the research analyst is responsible for performing activities in support of a comprehensive institutional research program which includes designing, conducting, writing and presenting college-wide and districtwide research and evaluation studies; providing information and research for planning and evidence-based decision-making; supporting long-range planning functions, institutional effectiveness processes and assessment of short-term plans through collaboration, research and evaluation; and developing and maintaining databases and queries in support of research functions. o Consults with administrators, representatives of governmental and private organizations, employee groups, and others regarding the coordination of District research needs in planning, analyzing, and reporting for current studies, results of research, and related matters. o Makes recommendations to staff regarding directions the District should take in the areas of educational analysis, reporting and planning. o Extracts, verifies, compiles, analyzes and formats data from college databases and other sources for planning, decision-making, evaluation, and accountability purposes. o Creates or customizes, to faculty staff and community specifications, quantitatively sound, criterion referenced survey instruments for a variety of research projects. o Performs qualitative and quantitative analysis, as well as secondary data analysis, on assigned research projects, and interpret findings in written reports and oral presentations. o Performs ad hoc queries and create reports from the college databases using a variety of computer languages, query tools, and report writers. o Develops and maintains a collection of data and reports to support program review, student learning outcomes, accreditation, matriculation, data integrity, and state and federal reporting requirements. o Helps to coordinate the strategic planning process that integrates program review, unit planning, divisional planning and college-wide planning which establish annual and long range goals o Assists with the preparation of Student Equity reports by providing tabular, graphic and statistical content, descriptions of analytical methods, and narratives of findings and conclusions. Participates in the development, administration, and maintenance of institutional research databases and automated reporting systems, which includes developing, coordinating and maintaining comprehensive institutional research databases, including a data warehouse; optimizing efficiency of the research function by identifying and automating repetitive tasks; partnering with internal departments to ensure

the integrity of data; assisting in the development of automated enrollment reports; and performing related activities.

o Utilizes advanced techniques and functions, including Microsoft SQL, Microsoft Access, Tableau and other data management and query software to develop, administer, and maintain institutional research databases, automated reporting systems, and complex queries and access the District's general enterprise databases.

2. **Current status of position:**

   ✓ **Filling a replacement position included in the budget**
   o Filling a restructured position included in the budget
      ▪ Has an Org Mod been approved? Yes / No
      ▪ Org Mod approval date _____
   o Filling a new position
      ▪ Has an Org Mod been approved? Yes / No
      ▪ Org Mod approval date _____
   o Other (please specify)

3. **Strategic Staffing Rationale:**
   Please address at least one of the following items:

   o Legal mandates

   o **Accreditation requirements:** At present, we have a substitute researcher collecting and analyzing data needed for the ACCJC midterm report due in FA 2023. Beginning in FA 2023, we will begin planning and data collection for the next ISER, so having a permanent research and planning analyst in place is absolutely necessary to do this work.

   o Health & safety priorities

   o **Critical threshold of instruction or support services:** The depth and breadth needed to prepare mandatory reports and to collect, verify, compile, and analyze data for college-wide planning, program review, and accreditation purposes are ongoing. Reporting requirements related to CCCCO Vision for Success/Roadmap to Success are also expanding. This position has had limited sub coverage since the current research and planning analyst was hired as interim dean of Student Success and Equity in January 2022. The interim SSE dean has now been hired in the permanent dean position.

   o Essential supervision

   Budget Impact – Please specify the following:
   ✓ Is position included in the current budget? **Yes**
   o Funding Source? **Restricted**
   o Smartkey and Salary Object: 1372391-2110
   o Annual Salary at Step B: $70,920