Cañada College

Position Justification
Contents for Classified/Administrative Request

Planning and Research Analyst

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Specific Needs

Under the direction of the Dean of PRIE, the planning and research analyst plans, organizes, controls, and directs operations and activities involved in the research, review, analysis, interpretation, and reporting of a variety of data and information. This data and information is used to assess institutional effectiveness and assist with college planning, accreditation, decision-making, program reviews, and the assessment of student learning outcomes.

Duties

To support the college's planning and research functions, the analyst:

(a) Provides consultation, support, and technical assistance on specific research and grant projects for divisions, department programs, governance committees, and individual faculty.
(b) Uses a variety of spreadsheets, database query tools, and other software to analyze complex statistical, financial, demographic, and other educational data in order to draw conclusions about program effectiveness.
(c) Assists college faculty and staff with database queries, including identifying appropriate variables, to support program needs.
(d) Assists college faculty and staff in the use of appropriate quantitative and qualitative methodologies to evaluate, assess, and improve college programs and services.
(e) Synthesizes data into various formats, including tables, graphs, charts, narrative reports, and summaries of statistical studies.
(f) Uses a variety of online survey software to conduct qualitative research and reports findings to faculty and staff, to support program needs.
(g) Assists in the design, development, and maintenance of a website to disseminate research reports.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

    This position supports accreditation, instructional, support services, and administrative program reviews, as well as student learning outcomes; and other initiatives that enhance institutional effectiveness and promote student success.

3. Explain how adding this position will strengthen the department or division.
    This position will increase PRIE's productivity and efficiency, as well as college-wide access to data. With this new position, PRIE can respond to more research and data requests from faculty and staff, thereby supporting program improvement and enhancing institutional effectiveness. In addition, this position will support college's data democracy.

4. Explain how this work will be accomplished if the position is not filled.

    Current capacity to respond to research and data requests is very limited. Without this position, the Dean of PRIE will only be able to respond to a very limited number of research and data requests, based on the college's and president's highest priorities.