



District Director of Research, Planning & Institutional Effectiveness

Management Range: 21

Board Approved: 5/14/2020

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the appropriate administrator, the District Director of Research, Planning & Institutional Effectiveness, is responsible for the development and implementation of the research agenda of the District and providing support for strategic planning and institutional effectiveness to the District and college leadership.

The core responsibility is to establish effective working relationships with all District and College departments, divisions and leadership, which will enable the District and the Colleges to maintain adherence to state and federal reporting regulations and have access to high-quality data and research that can be used to improve the effectiveness in meeting the educational needs of its students.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Identifies, coordinates, facilitates, and supports research, planning, and information needs for the District and colleges; coordinates with college Research, Planning, and Institutional Effectiveness departments, District and college programs, and internal and external entities.
2. Organizes and directs operations and activities involved in the review, analysis, and reporting of a variety of data and research used to support the District and college leadership with planning, accreditation, decision-making, program review, student learning outcomes, and determining implications of District and college practices, policies, measures and procedures.
3. Implements District and State policies regarding accountability reporting to ensure that the information submitted is of the highest possible quality and meets the evidence-based needs of the District and College decision-makers.
4. Develops and manages the implementation of a District-wide research agenda; coordinates priorities with District and College administrators; develops and maintains a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
5. Oversees District-wide predictions and verification of the Student-Centered Funding Formula Success Metrics and Base-Allocation of FTES to be used in the District Resource Allocation Model (RAM).
6. Oversees timely completion of federal, state, and local data submissions, including but not limited to, the State 320 Apportionment Report, The Faculty Obligation Number (FON), State Management Information System (State MIS), the Integrated Postsecondary Education Data System (IPEDS), and Gainful Employment.
7. Oversees the District-wide data integrity initiative using continuous quality improvement techniques and coordinates the collection of data for statutory reporting requirements; assists in the development appropriate models of outcome measures, and prepares comprehensive reports for documenting progress toward District, state, and federal accountability standards.
8. Facilitates and leads the effort to collect and report reliable Human Resources data.



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9. Oversees the development, distribution and analysis of the District-wide climate survey, manger evaluations, chair evaluations and committee evaluations.
10. Assists with the implementation of improvement initiatives by providing evidence and training on how to use evidence.
11. Maintains accessibility and strong lines of communication and serves as a technical research consultant to District-wide senior administration, District staff, District-wide governance committees, and external parties.
12. Works closely with District Technology and Educational Support Services to develop and maintain data sources to facilitate a broad range of internal and external reporting needs.
13. Provides data and research to assist the District and colleges in understanding and improving student outcomes and success and provides decision support for continuous improvement and institutional effectiveness.
14. Develops comprehensive information regarding key performance indicators (e.g. student success), characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
15. Develops and generates statistical reports, provide data analysis and interpretation of findings in terms of practical implications, and implements accountability procedures and systems, including the development and maintenance of the District data warehouse and a comprehensive data element dictionary.
16. Serves as a member of appropriate District committees in the development and administration of long-range strategic and educational plans.
17. Provides data and research support in major planning efforts and coordinate the research and analysis of planning alternatives.
18. Provides planning assistance to District and college leadership, including special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
19. Integrates statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develops and maintain computerized databases; retrieves information from the District database; verifies and interprets results from both internal and external sources for use in a variety of on-line and printed reports.
20. Collaborates with the campus researchers to develop web-based dashboards that supports evidence-based decision-making, program review, planning, and institutional effectiveness.
21. Oversees the maintenance of research web based data warehouse system with an indexed archive of screens, dashboards, reports, and templates suitable for viewing information, facilitating evidence-based decision making, and responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.
22. Promotes creativity and innovation in the development of research projects and services within the Institutional Effectiveness, Research, and Planning Office and throughout the District.
23. Represents the District in relationships with associations with other agencies and institutions regarding data-sharing and other collaborative activities and services including evaluation and development of projects that further the mission and goals of the District.
24. Monitors budget and authorizes budget expenditures.
25. Represents the perspectives of the District when attending College or community meetings and shares information obtained with District personnel.



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26. Provides supervision and administrative function for the District Office of Research, Planning, and Institutional Effectiveness.
27. Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Applicable state reporting systems and procedures.
- Principles of supervision, training, and performance management.
- Research methods and statistical skills
- Knowledge of California Community Colleges MIS data elements
- Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks

Ability to

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Ability to perform policy analysis to decipher the requirements for the institution
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and provide recommendations.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Ability to communicate effectively in English both orally and in writing; represent the department professionally and effectively with other California Community Colleges and other professional organizations.
- Establish and maintain cooperative relationships between the District, Colleges, and key individuals, and with all persons contacted in the course of work.
- Communicate in a non-technical language and use data to tell a compelling story
- Use statistical software and manage databases

Education and Experience Guidelines

Required Education and Experience:

1. A Master's degree or above from an accredited institution, preferably in social/behavioral sciences, statistics, economics, or a related discipline OR the equivalent.



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2. Three (3) years of progressively responsible experience in projects requiring program evaluation, research and reporting, and statistical/analytical work.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

Desired Experience:

1. A Ph.D. from an accredited institution, preferably in social/behavioral sciences, statistics, economics, or a related discipline OR the equivalent.
2. At least two (2) years of experience performing complex data manipulation and analysis using SPSS, R, or Excel
3. Significant experience with BI tools (e.g., Tableau or Power BI), statistical analysis and data manipulation software (SPSS, R, SAS, or Excel), Student Information Systems (Colleague or Banner), data extraction tools (e.g., Informer, SQL) and survey software (e.g. Qualtrics).
4. Experience working in the California Community College system

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.