

PERALTA COMMUNITY COLLEGE DISTRICT - June, 1992

CLASSIFIED JOB DESCRIPTION

**RESEARCH DATA SPECIALIST
(SEIU Local 1021 Salary Range 084)
Job Code: 973**

CLASS PURPOSE

Under general supervision, performs technical database programming and analysis for to matriculation and/or assessment.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- develops and maintains comprehensive records and research files, both computerized and hard copy
- charts student enrollment by age, gender and ethnicity; downloads data from databases and performs analysis of student, faculty, and other information performs technical data analysis for matriculation
- collects, assembles, and performs statistical analyses of data and information related to research projects
- works closely with the Information Technology Department to produce necessary reports
- develops databases for programs approved by the matriculation committee
- provides information on college trends and operations including the analysis of student demographic information
- gathers statistical student data to be included in various reports pertaining to special populations, student and faculty surveys
- downloads and reconfigures information from the District's computer databases and analyzes data to develop reports
- operates a variety of personal computers and various software packages related to data analysis, spreadsheets, and word processing utilizing SPSS, Hyperion, in-house Business Intelligence Tools, PeopleSoft/Oracle tools, and similar information management tools.

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- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience equivalent to a Bachelor's Degree from an accredited college, including experience in data analysis and programming; or an equivalent combination of education and experience that could likely provide the desired knowledge, skills, and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - software programs such as Excel, SPSS, Hyperion or other statistical packages
 - matriculation
 - research design and analysis
 - computer techniques pertaining to downloading and retrieval of data
- Ability to:
 - write clear and concise research findings
 - maintain effective cooperative relationships with those in contact during the course of work
 - maintain accurate files

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level

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- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment and machines.
- Computer
- Telephone

Revised: May 1998
 May 2000
 January 12, 2010