



Position Duty Statement

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| Date: October 1, 2020 | Name of Incumbent: |
| Civil Service Title: Research Data Specialist II | Position Number: 364-218-5758-001 |
| Working or Job Title: Research Data Specialist II | Division/Unit: Educational Services & Support/Research and Data Analytics |
| Supervisor's Civil Service Title: Assistant Vice Chancellor, Research & Data | Location: Sacramento |
| Supervisor's Working Title: Assistant Vice Chancellor, Research & Data | Work Hours/Shift: Monday – Friday, Full Time |
| Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> N/A | License or Other Requirement: N/A |

Supervises:
N/A

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity, organization and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

Program Identification:

The Research and Data Analytics Unit is responsible for the development, implementation, and support of various public-facing and internal facing efforts to provide research and data; the evaluation of programs and policies that identify practices to increase student success; and the response to internal and external ad hoc and programmatic requests for information. The unit is responsible for understanding traditional and non-traditional student pathways within and across colleges (and districts), analyzes and compares progress and completion of various student populations, and identifies factors that contribute to improving student success, institutional performance, statewide goals and policy priorities.

Summary Statement:

Under general direction of the Assistant Vice Chancellor, the Research Data Specialist (RDS) II supports the design and analysis of research assignments and projects with varying levels of complexity, including, but not limited to policy and literature reviews as well as the organization and analysis needed to support annual reporting of statewide accountability and institutional effectiveness measures for the California Community Colleges. The RDS II acts as a senior analyst and primary resource of student and institutional data and information around student access, success, completion, post-completion outcomes, and other relevant system outcomes or operations. This role plays a leadership role in consultation between the Research unit and all other Divisions within the agency, and supports development of the technical and cultural infrastructure needed to meet agency goals.

Essential Functions (E) – Marginal Functions (M)

| % | Job Description |
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| 30% (E) | Develop and implement accountability systems and institutional effectiveness frameworks for the California Community Colleges and Chancellor's Office. This includes, but is not limited to designing, documenting, managing, evaluating, and improving appropriate performance metrics for progress monitoring as well as accountability dashboards and other data portals. It also includes coordinating with the Digital Innovation and Infrastructure Division on the integrity and harmonization of data and metrics across all system uses, and providing technical support, training, and assistance to other Chancellor's Office staff in understanding and communicating their effective operation and use. |

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| 30% (E) | Analyze data and share results for progress monitoring and from accountability systems, relevant data portals, and other internal research or data analysis with division administrators and agency executives to determine student performance and institutional effectiveness. This includes analyzing results from statistical operations using statistical and data mining software, providing thorough documentation of methodological decision-making by internal and external partners, and presenting information in tables, figures and graphs using MS Excel, PowerPoint and other data visualization software programs. |
| 15% (E) | Design, write and produce documentation related to system-wide accountability and institutional effectiveness findings, recommendations, and strategies that effectively and efficiently convey the data request or study results in manner that is accessible for a variety of audiences (e.g., Chancellor's Office staff, institutional researchers, college administrators, faculty, and state policymakers). This includes accompanying oral presentation and discussion of findings to internal and external groups for evaluation purposes and policy implications. |
| 15% (M) | Provide clarification and technical assistance to Chancellor's Office staff, colleges and districts, and system institutional researchers related to accountability systems and institutional effectiveness frameworks, dashboards or portals, and other aspects of system-wide research and data activities. This includes support for management, tracking, and resolution development of all research and data requests as well as monitoring research related list-serves and the research@cccco.edu email account. |
| 5% (M) | Monitor educational research through publications and conferences to remain current on research methodologies and recent trends related to student success, accountability systems and institutional effectiveness. Provide summary reporting of same to unit and other Chancellor's Office staff. |
| 5% (M) | Other duties as assigned. |

IMPACT AND CONSEQUENCE OF ERROR:

- Error in design, documentation, analysis or reporting of results could affect policy decisions at the state or local level resulting in ineffective or inappropriate policies related to the implementation of new or revised academic programs or student support services or incorrect provision of funds to institutions.

PROFESSIONAL CONTACTS:

- Daily contact with CCCC staff at all levels.
- Frequent contact with institutional researchers at the colleges and districts, including those institutional researchers classified as administrators.
- Occasional contact with faculty at the colleges and districts, including faculty representatives and organizations, college and district executive and academic leaders and representative organizations, academic and policy researchers and organizations, and other system-wide and statewide stakeholders.

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SPECIAL PERSONAL CHARACTERISTICS:

- Ability to work independently and consistently take initiative with minimal guidance or direction.
- Proficiency in a variety of statistical, database, and data mining software applications. Ability to work collaboratively as a team member.
- Ability to multitask, meet deadlines, and adjust to changing priorities in a cooperative manner.
- Strong oral and written communication skills especially presentation and facilitation capabilities.
- Strong analytical, research, and presentation skills.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality service that exceeds expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Good attendance and punctuality.
- Willing to work outside of normal business hours.
- Provide backup to other staff during absences.
- Proficient with the Microsoft Office Suite and other relevant document management software programs.

WORKING AND ENVIRONMENTAL CONDITIONS:

- Work in a climate-controlled, open office environment under artificial lighting.
- Exposure to computer screens and other basic office equipment.
- Periodic overnight travel may be required.
- Periodic public speaking is required.
- Ability to telework during the COVID crisis

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with your hiring supervisor. If you are unsure whether you require RA, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Signature:

Date:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:

Date: