

Research and Planning Analyst - Reedley College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261731>

Downloaded On: Aug. 28, 2025 1:38am

Posted Aug. 27, 2025, set to expire Sep. 17, 2025

Job Title	Research and Planning Analyst - Reedley College
Department	Institutional Research, Assessment, & Planning
Institution	State Center Community College District Fresno, California
Date Posted	Aug. 27, 2025
Application Deadline	09/17/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Sciences - Math Sciences - Chemistry Sciences - Biological Social Sciences - Other Social Sciences - Sociology Social Sciences - Psychology Social Sciences - Political Science Social Sciences - Geography Social Sciences - Economics Sciences - Other Sciences - Physics Business
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Job Description	

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Research and Planning Analyst - Reedley College

Salary: \$81,295.00 - \$99,982.00 Annually

Location: Reedley College, CA

Job Type: Permanent

Division: RC President's Office

Job Number: 2025039

Closing: 9/17/2025 11:59 PM Pacific

General Purpose

Under general supervision, performs quantitative and qualitative research studies, surveys and other analyses; prepares research papers, reports, visual displays and recommendations in order to communicate data for others to understand outcomes and make decisions; participates in presentations of research findings with a broad variety of constituents; participates in the design of research studies; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Works with faculty, administrators and other researchers to define research objectives and questions and to identify required data sets and data sources to complete research; ensures compliance with Federal Educational Rights and Privacy Act (FERPA) requirements regarding the use and protection of student data; identifies appropriate research methodologies, statistical analysis techniques and data resources and plans study methods to achieve research objectives; extracts, collects, analyzes and reconciles data and information related to accreditation, academic programs, grants, enrollment and curriculum management, student demographics and learning outcomes, student retention and persistence and other relevant data; conducts literature reviews.
2. Develops complex queries and other tools to generate and format data requested by faculty and staff to enhance evidence-based decisionmaking for program planning and review and research on educational outcomes; validates data interpretation and extraction methods; formats data from

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college databases and other sources for submission to state and local entities to meet reporting requirements; generates data sets required for grant applications and reporting; populates data for dashboards and other visual display interfaces.

3. Analyzes data for trends and performs statistical analyses; prepares action-based interpretations of patterns and analyses in the form of written reports, oral presentations, graphics, handouts and committee reports; collaborates with various campus constituencies to communicate, interpret, refine and use research findings in decision-making processes and in the implementation of new and modified programs, policies, practices and systems to effect desired change in outcomes.
4. Performs data queries using Structured Query Language (SQL) and other tools and creates reports from college databases using a variety of computer languages and query tools; participates in documenting best practices for conducting data queries ensuring valid, reproducible data; populates and updates data for dashboards and other visual data interfaces.
5. Serves as a resource for faculty, staff and administration groups engaged in systemic review and evaluation of current District practices.
6. Serves as a functional expert for statistical software programs and modules and college databases; tests and reviews systems upgrades; transfers and reconciles data between software programs; uploads data to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed.
7. Participates with other Institutional Research and Information Technology staff and provides input and assistance in developing a data warehouse, data warehouse features, agreed upon data definitions and data sources for purposes of research and reporting on educational outcomes.
8. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

1. Troubleshoots and/or validates accuracy of coding for data extractions performed by employees in other departments.
2. Takes meeting notes and minutes, updates relevant document management sites, and assists with other departmental administrative support duties.
3. May provide work guidance and direction to student workers assisting with research and data extraction.
4. May assist and provide administrative support to a Director in coordinating with college and district committees and ad hoc groups involved in planning, accreditation, program review and other functions; may conduct training sessions and workshops on data acquisition, usage and reporting.
5. May represent the department on college committees and ad hoc groups.

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6. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Methods and techniques of institutional, social science and other quantitative research.
2. Professionally accepted research practices applicable to research methodology development/selection, data analysis and interpretation and reporting.
3. Principles and practices of survey development, design and dissemination, including use of creation and distribution software such as Qualtrics.
4. Theories, principles, methods and techniques of statistical analysis.
5. Data preparation and statistical analysis software packages such as R, Python, Tableau Prep and/or SPSS.
6. Data extraction and query tools such as SQL) at a level required for assigned responsibilities.
7. Concepts, methods and techniques for the creation of data dashboards, including visual data display software such as Tableau or Power BI.
8. Principles, practices and methods of administrative, organizational and management analysis.
9. Federal and state laws and regulations applicable to the work including Federal Educational Rights and Privacy Act (FERPA) and relevant sections of the California Education Code..
10. Database management principles and methods.
11. Modern office practices, procedures and equipment including computers and applicable software programs.
12. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
13. College and District organization, Board policies, administrative rules and procedures applicable to departmental and division operations.
14. Safety policies and safe work practices applicable to the assignment.
15. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Consultatively provide information and guidance to College faculty and staff on research data

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sources and extraction methods and tools, analysis best practices, techniques and appropriate analytical and display software.

2. Identify, investigate and define research questions, issues and problems and locate sources of reliable and reproducible data to meet research needs and requirements, as appropriate to assigned scope of responsibility.
3. Understand, interpret, explain and apply standard research methodologies and techniques.
4. Develop and use complex queries and other data extraction tools to generate reliable and reproducible data for use in conducting research and analysis for a variety of student outcome and other college planning, accreditation, reporting and other purposes.
5. Use interactive statistical analysis, visual display and other software, packages efficiently.
6. Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
7. Use specialized software to create and disseminate survey instruments.
8. Work collaboratively with a variety of faculty and staff in carrying out research and reporting functions.
9. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
10. Communicate effectively, orally and in writing.
11. Present research and data analysis findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities, to a variety of audiences.
12. Maintain the confidentiality of information.
13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

A bachelor's degree in social science, political science, psychology, educational psychology, sociology, criminology, geography, anthropology, economics, education, leadership, statistics, biology, chemistry, physics, business administration including data analytics and/or cognitive science from an accredited college or university, and at least three years of progressively responsible experience performing quantitative and/or qualitative research, including responsibility for research design, methodology development and statistical analysis; or an equivalent combination of training and experience.

Experience in a social science or institutional research environment is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability

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under the Districts vehicle insurance program

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

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Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our website at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degrees or transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS:

COMPETENCY ASSESSMENT: SEPTEMBER 26, 2025

ORAL INTERVIEW ASSESSMENT: OCTOBER 06, 2025

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The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on the assessment will be placed in rank order on a Reedley College Open-Competitive List. Using the same process, a separate Reedley College Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification for at least six-months.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT. VERIFICATIONS OF EMPLOYMENT WILL BE COLLECTED IF AN OFFER IS MADE.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5057526/research-and-planning-analyst-reedley-college>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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