

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Research Analyst

BOT Date: May 13, 1999

Level: H

FLSA Status: Non-exempt

Class Code: N0805

Adm. Rev:

GENERAL DESCRIPTION

Provides assistance to senior level personnel in the collection, analysis, and presentation of data to management. Utilizes good knowledge of research design, computer programming principles, and statistical analysis methods to accomplish assignments.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
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| 1. | Assists in the design of research projects and surveys. | 10% |
| 2.* | Assists in the collection of data either through manual or computerized processes. | 15% |
| 3.* | Assists in the statistical analysis and presentation of data. | 15% |
| 4.* | Assists in the preparation of charts, tables, and narratives for formal reports. | 10% |
| 5.* | Utilizes computerized programming and statistical knowledge and experience in data analysis and reporting. | 30% |
| 6. | Interacts with other department and college personnel in completion of tasks. | 10% |
| 7. | Improves proficiency in statistical programming and personal computer abilities. | 10% |
| 8. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Bachelor's Degree required.
<i>Experience:</i>	Two to three years.
<i>Planning Scope:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis.
<i>Planning Level:</i>	The planning activities in this position primarily affects the unit or small group.
<i>Impact on Budgets:</i>	Provides incidental services indirectly related to the use of misuse of expense or revenues (i.e., data entry, record keeping, minor equipment maintenance). Provides indirect impact on grant funds and revenue generating.
<i>Impact of Actions:</i>	There is moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<i>External Contacts:</i>	Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.
<i>Job-Related Knowledge:</i>	The professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Innovation/Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products, or systems. This is an important part of the job and results generally affect a campus with the College.
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library or computer room, and typically sitting at a desk or table.

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