

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Institutional Effectiveness Analyst		<i>Approval Date:</i> July 26, 2007
<i>Level:</i> H	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0830
<i>Approved by:</i> College President		

GENERAL DESCRIPTION

Responsible for data and statistical analysis to include leadership and administrative oversight of college planning process, specifically leading the environmental scanning component of the college planning process; labor market analysis to support program needs assessments and end-user training, assisting in the administration of the tactical planning process of academic, academic support, and administrative units, and assistance with the Program Review process.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Assists in managing the Unit Planning Process for the College's 90+ academic and administrative units. Oversees maintenance of updates to the unit plans; provides assistance as needed. Assists with analysis and report development of the planning database system for various administrative and academic units.	20%
2.*	Serves as system administrator for the Community College Strategic Planner economic analysis tool; trains staff as required.	10%
3.*	Leads the implementation of environmental scanning component of the planning process. Presents results to various key groups within and outside of the College.	10%
4.*	Assists in managing the program review process for all academic, academic support, and administrative areas of the College; assist in training program review chairpersons and staff for the review process. Maintains complete set of program review records and follow up reports on a continued basis.	20%
5.*	Utilizes and queries custom databases; provide reports to college staff based on queried data, including analysis of results from the Institutional Effectiveness survey array, and presents reports as required.	15%
6.	Assists in maintaining budget for Strategic Planning & Analysis department, and SACS budget during reaffirmation years.	5%
7.	Responsible for management of the accreditation website. Maintains accreditation files, including all supporting documentation. Assists with compilation, creation, and modification of reports for reaffirmation. Performs all related duties as required.	20%
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>	Three to five years of prior work related experience required.	
<i>Planning Scope:</i>	Scope of planning is college-wide.	
<i>Planning Level:</i>	Formal plans are expected to occur during the year.	
<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 complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but similar to those seen before. Analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<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>	Responsible for orienting and training others and reviewing work. May also be responsible for acting in a "lead" or "senior" capacity.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
<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.	