

MPP / Staff Position Description

| **HUMAN RESOURCES USE ONLY** |
| --- |
| **Conflict of Interest (COI) Designated:** ☐ Yes ☐ No**Mandated Reporter:** ☐ Limited ☐ General ☐ N/A**Review Date:**  | ***MPP Positions Only*****MPP Job Code:** **Job Family:** **Job Function:** **Job Category:**  |

**Mandated Reporter Per CANRA** ☒  **YES** ☐  **NO**

The person holding this position is considered a ‘mandated reporter,’ under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

| **Please check one:** | ☐ New Position | ☒ Existing Position Update |
| --- | --- | --- |

| **Date:** | 12/9/2024 |
| --- | --- |
| **Department & Division:** | Academic Affairs |
| **Employee Name** *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Administrative Analyst/Specialist Non-Exempt, Grade 1 |
| **FLSA Status:***(exempt or non-exempt)* | Non-exempt  |
| **Working Title:** | Institutional Research Analyst |
| **Position Number & Job Code:** |  |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | Cris Manlangit, Assistant Director, Reporting & Data Management #10001412 |

**I. FUNCTION OF THE EMPLOYING UNIT:**

*State the basic purpose of the Department/Unit in one brief paragraph. Include the division’s DEI statement here.*

The Provost and Senior Vice President oversees Academic Affairs, which consists of seven colleges and SDSU-Imperial Valley as well as the Library, Graduate Studies, Global Campus and the offices of Faculty Advancement and Student Success, Curriculum and Assessment, International Affairs, and Enrollment Services. The Provost oversees academic goals, educational policy, curriculum planning and development, program planning and quality control, instructional and faculty development, student educational services, external funding support, resource allocations, personnel actions pertaining to faculty and academic staff, collective bargaining, facilities management, the University Senate and all matters that affect the academic environment. The Provost and Senior Vice President serves as spokesperson to the community on matters of academic concern and as President in the absence of the President, and acts as the President's designee on campus, local, regional, state, and California State University System committees. Search committees for new deans of colleges and deans' administrative review panels are coordinated by the Provost’s Office.

The mission of San Diego State University’s Analytic Studies & Institutional Research (ASIR) is to broadly support Academic Affairs including academic colleges, Enrollment Services, Faculty Advancement & Student Success, Academic Financial Operations, and other divisions with information to inform decision-making. To do so, ASIR leverages available technical resources and staff expertise to ensure data integrity, develop data tools, build partnerships, promote data literacy, conduct in-depth analyses, and activate predictive modeling for operational and strategic needs that support campus decision-making. ASIR’s fundamental charge is to collect, review, and validate student and faculty data for the Enrollment Reporting System (ERS), Academic Planning Data Base (APDB) and other mandated federal, state and system requirements.

**II. PURPOSE OF POSITION**:

*State the basic purpose of the position in one to three specific statements.*

The primary purpose of the Institutional Research (IR) Analyst position is data analysis, reporting, dashboard development and documentation of business processes and workflow. The IR Analyst will focus on supporting the Reporting and Decision Support team with a variety of student and faculty data analysis and reporting. This includes developing and designing dashboards, reviewing, updating and submitting Chancellor's Office faculty workload and ERS (Enrollment Reporting System) data files, responding to internal requests from campus and external units, and managing and validating data from various sources, including PeopleSoft HCM (HR), Peoplesoft Campus Solutions (Student Information System), and ASIR SQL Server. This position is situated in ASIR’s Institutional Reporting & Decision Support group and will work closely with the Student Success Analytics group as needed. This position requires strong attention to detail, a deep understanding of institutional data and processes, the ability to work independently, and the awareness and application of higher education issues and SDSU academic policies. Under the general supervision of the ASIR Assistant Director for Institutional Reporting & Decision Support, and supported by the leadership team, this position requires the ability to translate complex institutional data into usable information for university decision-makers. Other related duties as assigned. Strong analytical, statistical, communication and technical skills are essential.

**III. CHANGES IN RESPONSIBILITIES**

**IV. MAJOR RESPONSIBILITIES**:

*Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.*

| **Description of Responsibilities:**  | **(%) Percent of Time** |
| --- | --- |
| **Data Analysis, Reporting, and Dashboard Development*** Work closely with ASIR team members to meet the system mandate for student and faculty workload data via the Enrollment Reporting System (ERS) and Academic Planning Database (APDB). Must ensure deadlines are met and files are error-free.
* Reconcile data from Peoplesoft HCM (HR), Peoplesoft Campus Solutions (SIS), ASIR SQL Server, and the Faculty Data Lake to ensure consistency, eliminate redundancies, and identify errors.
* Work independently and as part of the ASIR decision-support team to conduct data analyses, design Tableau dashboards and prepare ad hoc reports. This includes compiling, cleaning, and validating datasets for analyses and presentation.
* Assist with updating and maintaining ASIR website reports and internal dashboards related to student and faculty data, including validation and timely publishing of updates.
* Work with ASIR team and end users to develop new dashboards and reports as needed.
* Assist student interns with training and ASIR operations.
 | 60% |
| **Support ASIR Operations*** Adhere to ASIR’s project management system identifying weekly and monthly goals relative to deadlines, user requests, and cyclical reporting.
* Maintain systems to ensure data resources are updated and accurate, e.g., Tableau dashboards, website at each census.
* Develop and execute queries using SQL or similar tools to reconcile data and validate data as needed
* Thoroughly document new processes and update existing documentation as needed.
* Identify areas for process improvement and assist in executing improvements.
* Support campus-wide data ecosystem initiatives.
 | 20% |
| **Ad Hoc Requests & User Training*** Respond to ad hoc requests from campus users.
* Work with users to develop and design content to meet information needs on the front end.
* Provide support for campus data literacy and training efforts as assigned.
 | 10% |
| **Other duties as assigned.** | 10% |
|  |  |
| **Total****=100%** | 100% |

**V. LEAD WORK DIRECTION OVER OTHERS**:

*List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).*

| **Classification** | **Working Title** | **Type of work direction** **(Direct or General)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**VI.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required that are based on the classification standards.*

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

*B. Skills, knowledge, and abilities required for this position that are based on the classification standards*

* Demonstrated ability to reconcile data, remedy errors, manage projects, learn new technologies such as programming languages and visualization design techniques.
* Experience with compliance reporting; incumbent must have excellent attention to detail, be deadline-oriented and have experience with data reconciliation and problem-solving.
* Ability to understand and comply with policies and procedures related to mandated reporting regulations to ensure adherence to conventions and data accuracy.
* Ability to inform and work with stakeholders.
* Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
* Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
* Ability to organize and plan work and projects including handling multiple priorities.
* Ability to make independent decisions and exercise sound judgment.
* Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
* Ability to train others on new skills and procedures.

*C. Specialized skills required for this position*

Proficiency with Microsoft Excel and some experience with BI tools such as Tableau or PowerBI. Demonstrated skills with data reconciliation. Must be experienced with Office Suite and be technologically savvy to learn new software as needed.  Must have strong analytical skills and ability to manage projects and work with a variety of campus stakeholders to assess and meet their data needs.

*D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)*

**VII.** **PREFERRED QUALIFICATIONS**:

* Familiarity with SDSU and/or CSU in general and with student and faculty data and policies specifically.
* Project management experience.
* Experience with compliance reporting, data reconciliation, data analysis.
* Experience with student information systems in higher education.
* Tableau Desktop development skills at intermediate level or higher.
* Advanced knowledge of Excel.
* SQL programming experience.
* Institutional research experience.
* Familiarity with higher education policy and reporting.
* Two years of progressively responsible experience.

**VIII. SIGNATURES:**

*The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)*

|  |  |  |
| --- | --- | --- |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  |
|  |  |  |
| Classification & Compensation Services  |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

☒  **Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

☐  **Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

☐  **Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

☐  **Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  **Physical Requirements of the Position**  |  **Mental Requirements of the Position** |
| --- | --- |
| O | Bending (neck) | C | Reading & Comprehending |
| O | Bending (waist) | F | Writing |
| N | Climbing | F | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | C | Reasoning & Analyzing |
| N | Pushing/Pulling | C | Decision Making |
| C | Sitting | N | Directing/Coordinating Others: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** |
| O | Twisting (neck) | N | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| O | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| O | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Working outside with various weather conditions |
| N | Using foot controls | N | Uses specialized equipment |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the* [*CSU Background Check Policy*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* |
| --- |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?
 | ☐ Yes ☒ No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?
 | ☒ Yes ☐ No | Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN’s, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages. |
| 1. Does this position have access to student records?
 | ☒ Yes ☐ No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data?
 | ☐ Yes ☒ No | Clery Act Basics |
| 1. Does the position have access to protected health information?
 | ☐ Yes ☒ No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team?
 | ☐ Yes ☒ No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?
 | ☐ Yes ☒ No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?
 | ☐ Yes ☒ No | COI CAT 1 |
| 1. Does the position influence or make decisions regarding the purchase of goods, service or construction work? **Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.**
 | ☐ Yes ☒ No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds.
 | ☐ Yes ☒ No | COI CAT 5 |
| 1. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?
 | ☐ Yes ☒ No | COI CAT 6 |

# Attachment C

Complete for **MPP Positions Only**

**Mental Effort:**

*Enter frequency of occurrence for all applicable activities using the following key:*

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

| **Planning** | **Staffing** |
| --- | --- |
|  | Forecast |  | Define Roles |
|  | Set Program Goals |  | Give Input to Position Descriptions |
|  | Determine Budget Allocations |  | Determine Selection Criteria |
|  | Establish, Implement, Revise Policies |  | Recruit/Interview/Select |
|  |  |  | Orient Staff |
| **Organization** | **Employee Relations** |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline |
|  | Establish Priorities to Meet Goals |  | Administer Collective Bargaining Agreements |
|  | Schedule Work for Employees |  | Prepares/Investigates Grievance Awards and Complaints |
|  | Implement procedures |  | Formulates/Represents University Position for Formal Grievances/Complaints |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | **Performance Evaluations** |
|  | Educate |  | Determine Performance Standards |
|  | Delegate |  | Authorize/Approve Awards |
|  | Coordinate |  | Prepare Performance Evaluations |
|  | Coach/Train/Develop |  | Observe/Follow-Up on a Daily Basis |
|  | Recommend Formal Training |  | Correct Work/Behavior Problems |
|  | Motivate |  |  |
|  | Instruct/Demonstrate |  |  |
|  | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | **Other** |
|  | Describe Relationships Between Functions |  |  |
|  | Define Department/Divisional Structure |  |  |
|  | Establish Priorities to Meet Goals |  |  |
|  | Schedule Work for Employees |  |  |
|  | Establish deadlines |  |  |
|  | Implement procedures |  |  |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |

**MPP Job Code:**

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| --- | --- | --- |
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# Attachment D

Department Organization Chart

**Instruction:** Please insert an image of your department’s organization chart and highlight where this Position Description falls within the chart.

