



# University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
Research Technician II	5681	2	1	LL	7/18/24

## 1. POSITION INFORMATION

Employee: \_\_\_\_\_ Department: Asian American, Native Hawaiian, and Pacific Islander Student Achievement Program (CSU ASAP)

Current Classification: Research Technician II Working Title: Research Analyst

Time Base:  F.T.  P.T. \_\_\_\_\_ %  Other \_\_\_\_\_ FLSA Status:  EX  NE

Position Provides Lead Work Direction To:

Classification: \_\_\_\_\_ Qty: \_\_\_\_\_ FTE: \_\_\_\_\_

Classification: \_\_\_\_\_ Qty: \_\_\_\_\_ FTE: \_\_\_\_\_

Name & Title of Work Lead (if any): \_\_\_\_\_

Name & Title of Appropriate Administrator: Timothy Fong, Executive Director, CSU ASAP

Name & Title of Dean/Manager (MPP): Michael Nguyen, Interim Chief Diversity Officer

## 2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting:  New Position  Replacement Position, former incumbent: \_\_\_\_\_

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: \_\_\_\_\_

## 3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: Timothy P. Fong Date: 10/07/2024

Dean/Manager (MPP): [Signature] Date: 10/7/24

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#### 4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

##### Knowledge and Abilities:

Thorough knowledge of research techniques, including the planning of studies and investigations, determining variables, developing bibliographical and other sources of data, and preparation of research reports; general knowledge of statistical principles and procedures, including methods of collecting statistical data, simple correlation methods, time series analyses, analysis of frequency series, sampling techniques, and construction of index numbers; general knowledge of sources of information on social, economic, and population trends in California.

Ability to prepare questionnaires and other survey instruments; ability to gather, compile, and analyze research data, and to present data in tabular, graphic, and pictorial form, ability to prepare and work clear and comprehensive reports; capacity for independent and creative thinking and writing on research and statistical problems; ability to plan, organize and supervise the work of a small team.

and

##### Experience:

Two years of progressively responsible experience in technical research or statistical work in the collection, compilation, and analysis of data.

Graduate study in the social sciences, economics, mathematics, statistics, public or business administration or engineering may be substituted for the required experience on a year-for-year basis.

and

##### Education:

Equivalent to graduation from a four-year college or university. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities delineated above may be substituted for the required education on a year-for-year basis.

#### 5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

##### Education

1. Bachelor's Degree in computer science, education, information systems or related field from an accredited university or college, or equivalent training and applied experience.

##### Experience

2. Experience using computer-based reporting tools and analytics software (e.g. SPSS Statistics, R, SQL, Cognos).
3. Experience working collaboratively in a team-oriented environment

##### Knowledge, Skills, Abilities

4. Excellent research and analytical skills

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5. Working knowledge of survey design and administration
6. Excellent interpersonal skills
7. Excellent communication skills
8. Demonstrated ability to work independently with a high level of self-motivation
9. Strong organization and detail-oriented skills
10. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community

**Conditions of Employment:**

- Ability to successfully pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

11. Master's degree from an accredited university or college.
12. Minimum of 2 years of professional experience in data analysis, predictive and inferential statistics, data cleaning, survey design, and dissemination of findings.
13. Advanced knowledge of data cleaning, analysis, and modeling with SPSS (Statistical Package for the Social Sciences), R (programming language) and/or other software or programming languages typically used in data science and statistical analysis.

**6. POSITION SUMMARY**

Provide a few short, specific statements, which outline the purpose of the job.

Under the general supervision of the Executive Director of the CSU ASAPs, the Research Analyst (Research Technician II) will be responsible for generating various reports to the CSU Chancellor’s Office and State Government, as well as other organizations. The research analyst will administer surveys and providing support for the surveys conducted by other campuses in the CSU, and assist the ED, CSU ASAP staff, and consultants in research projects to support evaluation, assessment and planning. The Research Analyst will work closely with the CSU Office of Research & Analysis, the Sacramento State Office of Institutional Research, Effectiveness, and Planning (OIREP), and the Institute for Social Research.

**7. ESSENTIAL FUNCTIONS OF THE POSITION**

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
30%	D/W/M	<p><b>Database Analysis/Reporting</b></p> <ul style="list-style-type: none"> <li>• Oversee data analysis, assessment, and technical assistance for CSU campuses serving AANHPI students within the CSU ASAP programs.</li> <li>• Utilizing data to inform and assess program effectiveness, equity-centered needs assessments.</li> <li>• Work with CSU staff and consultants to regularly update information based on evaluations and participant feedback.</li> </ul>

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30%	D/W/M	<ul style="list-style-type: none"> <li>Support the drafting and preparation of the annual CSU ASAP annual report.</li> </ul> <p><b>Projects &amp; Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Collaborate with other administrative and academic offices, committees, and individuals in the implementation and oversight of procedures and practices as they relate to institutional data.</li> <li>Collaborate with CSU Administrators and Leads on short-and long-term strategic planning, resource allocation and initiatives to meet the University Initiatives and Senior management goals each year.</li> <li>Responsible for project management, business process analysis and design, planning and analysis for system changes, upgrades and testing as well as management of all functional issues to ensure timely resolution.</li> </ul>
30%	D/W/M	<p><b>Process</b></p> <ul style="list-style-type: none"> <li>Supports the ED in collaboration with other CSU campuses to analyze, recommend and implement enhancements of operational efficiencies.</li> <li>Assist the ED with the standardization of reporting processes to promote focus on key metrics.</li> <li>Assists ED in implement new initiatives related to data and reporting, operations and Technology, develop and maintain appropriate quality control for accurate delivery of data analysis consistent protocols and processes.</li> <li>Ensure that all data analysis practices are well documented and accessible.</li> </ul>

## 8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
10%	As needed	Other duties as assigned by the ED.

## 9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

**9a. Nature and Scope of Authority:** Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Under the general supervision of the ED, the Research Analyst is responsible for the data analysis for the CSU ASAP. The incumbent uses considerable judgment and discretion on implementing data research and assessment, and makes recommendations as it relates to the CSU ASAP processes to ensure quality control. The incumbent is an integral to the CSU ASAP team and manages sensitive and confidential situations with tact, professionalism, and diplomacy.

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**9b. Problem Solving:** Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The Research Analyst manages daily and long-term challenges related to data research and data analysis. The incumbent works with the ED and CSU ASAP staff on any data findings from CSU campuses that may require intervention and remediation. The incumbent works independently and collaboratively with a team to organize, coordinate, and perform work in various situations involving numerous demands and deadlines. The incumbent effectively works in a fast-paced environment.

**9c. Contacts On- and Off-Campus:** Purpose and nature of working relationships with on- and off-campus contacts.

The Research Analyst will work closely with the CSU Office of Research & Analysis, the Sacramento State Office of Institutional Research, Effectiveness, and Planning (OIREP), and the Institute for Social Research. The Research Analyst will interact with Sacramento State and other CSU campus contacts, state agencies, and the CSU Chancellor's Office for meetings and events.

## 10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	N	Is exposed to excessive noise
O	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
O	Reach	F	Works rapidly	N	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
O	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other devices				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
O	Lift <u>10</u> lbs. max				
O	Carry <u>10</u> lbs. max				
N	Operate equipment				
F	Perform keyboard entry				
	Other:				

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**11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY**

**PROJECT COORDINATION/LEAD RESPONSIBILITIES**

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

**TECHNOLOGY USAGE**

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used