

## INSTRUCTIONAL PROGRAM ANALYST

### DEFINITION

Under general supervision of the Vice President of Instruction to performs responsible and complex, analytical work and administrative services for the Instructional component; oversees the development of off-site classes in an assigned county area; defines and analyzes problems, designs and implements system solutions; recommends, develops and implements complex support systems; implements data collection, manipulation, summarization, record keeping and report generation using computer database techniques; and performs related duties as required or assigned

### CLASS CHARACTERISTICS

Responsibilities of this single class position include performing a wide variety of system support tasks and projects, monitoring budgets for base and categorically-funded instructional projects, including producing financial, statistical, and other reports for submission to various funding agencies, off-campus site class coordination in an assigned county area. This position supports the office of the Vice President of Instruction to provide services to departments and programs within the Instruction component. Successful performance of the work in all situations requires well-developed, computer-based data analysis and report production skills and an ability to carry through various projects within general guidelines.

### EXAMPLES OF DUTIES (Illustrative Only)

- Researches, recommends and presents, orally and in writing, solutions to complex issues relating to the Instructional component
- Coordinates with instructional departments and other components on instructional component and project issues
- Coordinates schedules, facilities, communication and site development for off-site classes
- Prepares information on Community Campus courses for the Cabrillo College class schedule
- Defines, analyzes, plans and implements system solutions to improve operational efficiencies
- Participates in the budgetary process, providing cost/benefit analysis and analysis and assessment of potential changes in office systems
- Oversees and/or monitors departmental budgets as assigned
- Provides in-service training on new or existing system techniques
- Performs technical, complex and specialized data collection, analysis and report generation
- Collects, compiles and produces varied reports of information regarding the instructional and related student programs
- Gathers standard information both on- and off-campus to determine participation, support and effectiveness of specific academic and occupational program areas
- Researches information, compiles data and prepares a wide variety of statistical and budget reports related to instructional component activities
- Reviews and reconciles various information, such as budget, payroll or related fiscal data and statistical data
- Applies spreadsheet and database techniques and software using a personal or on-line computer to produce reports and records
- Interfaces with faculty, administration and staff

EXAMPLES OF DUTIES (continued)

- Corresponds and has contact with representatives of community organizations, governmental agencies and others to obtain and provide information
- Drafts correspondence, reports and other written materials
- Maintains accurate records and files
- May direct the work of others on a project basis
- Operates a variety of standard office equipment
- Performs general office support work, including maintaining files and transmitting information
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Analytical, research and survey methods and procedures, including report writing
- System analysis and interpretation
- Techniques of project scheduling, time management and schedule coordination
- Computer hardware and software related to database manipulation and statistical report production
- Budgetary, accounting and auditing principles and practices
- Business mathematics, including statistical methods
- Standard office practices and procedures, including filing and the operation of standard office equipment

Skill in and Ability to:

- Analyze information, solve problems and develop procedures to clearly define objectives, identify alternatives, make written and verbal recommendations and implement procedural changes to effectively meet the needs, as assigned
- Assist in budget analysis, and in assembly and preparation of budget proposals
- Monitor budgets
- Analyze administrative systems and participate in the planning and implementation of new systems
- Analyze, compile, maintain, understand and present statistical information, both orally and in writing
- Strong organizational and interpersonal skills to coordinate complex activities and complete assignments under pressure of time constraints and competing demands and deadlines
- Exercise discretion and good judgment in planning, organizing and performing duties
- Work effectively both independently and as a member of a team
- Process and analyze complex data effectively and efficiently
- Make accurate mathematical and statistical calculations quickly and effectively while under deadline
- Interpret and apply complex regulations and procedures

QUALIFICATIONS (continued)

Skill and Ability to: (continued)

- Provide in-service training on subjects related to the assignment
- Use database techniques and spreadsheet applications to produce reports
- Prepare correspondence and other written materials
- Represent the College effectively in meetings with others
- Direct the work of others on a project basis
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of work

Desirable:

Experience in dealing with a diverse population is desirable.

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to two years of college in a related field, such as business, accounting, computer applications or mathematics; and two years of program support or administrative office experience which has included compilation of data and the production of statistical and computer-generated support.

B.A. or equivalent in a field related to the work is highly desirable.