CLASSIFIED STAFFING REQUEST

Instructions: The signature of the President/Division Head attests that the duty statement that appears on the reverse of this form is true and complete, that the duties have been assigned to the employee by a duly authorized supervisor, and acknowledges submission of this request. In the event of disagreement regarding the duty statement or need for a study, a signed statement outlining the disagreement should be attached and the request forwarded to the Personnel Commission. Contract timelines may apply.

ACTION REQUESTED: (Check One)

- Establish a New Position  (Complete Sections 1, 2 & 3; submit a copy of an organization chart incl. the new position)
- Reclassification of a Filled Position  (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
- Reclassification of a Vacant Position  (Complete Sections 1, 2 & 3; submit a copy of an organization chart)
- Change a Position as follows:  (Complete Sections 1 & 2)
  From: 
  To: 
  Change in Basis (PSA) 
  Change in Shift 
  Change in FTE 
  Change in Office Location 

SECTION 1

Job Title (of new or existing position, whichever is applicable)
Research Analyst

Job Class Code 2079
Office (Crg. Unit) Academic Affairs

Position No. Assignment Basis (PSA) CMA3
EE Sub Group Code S2

Work Days M-F
GL (Commitment Item) 212100
Cost Center/WBS M3490A

Incumbent’s Name: (Complete only if position is filled with a regular incumbent)

SECTION 2

Briefly state the reason for your request. If the request is to reclassify a position, your statement should include information such as why the duties of the position have changed, when the change occurred, technological, procedural, organizational, and staffing changes which may have impacted the position, and the requested position title.

Greater accountability measures and new regulations imposed by our accreditation commission (the ACCJC) and other agencies such as the California Community Colleges Chancellor’s Office, the Los Angeles Community College District, and the U.S. Department of Higher Education require additional institutional research, evaluation, and planning, which has created the need for additional staff to support the Institutional Effectiveness function at LAMC. These increasing accreditation standards and data-driven accountability requirements are being mandated to ensure an evidence-based planning structure and continuous quality in planning, resource allocation, and shared governance processes. Currently, LAMC lacks the research/evaluation/planning and analytic capacity to fully support the improvement of educational quality, assess its effectiveness, monitor the effectiveness of its programs, services, and resource allocation decisions, and continuously improve. The requested position is needed to build and sustain this capacity (see list of specific Duties in Section 3).

PERSONNEL COMMISSION OFFICE USE ONLY

Position Allocated to the Class of: Notes:

LACCD Form C1121 (Revised 11/06)
<table>
<thead>
<tr>
<th>Duties</th>
<th>% of Time</th>
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<tbody>
<tr>
<td>Designs research and evaluative studies of college services, programming, curriculum, enrollment, and matriculation components using quantitative and qualitative methods in order to determine the most effective practices and provides college groups data for use in making changes that promote student learning and institutional effectiveness and efficiency. Utilized methodologies will include, but not be limited to, survey design, focus groups, and statistical analysis of quantitative data. Uses SPSS, Microsoft Access/Excel, survey software, and other related software/programs as deemed necessary for each study. Presents findings, forecasts, and conclusions to college administration and shared governance bodies along with recommendations for improvement.</td>
<td>20%</td>
</tr>
<tr>
<td>Uses district databases and college data systems to independently analyze complex college and program-level data, oftentimes requiring the use of advanced research techniques and methods. May independently design systems to analyze data as methodologically deemed fit for program review, evaluation of college planning, and for accreditation-related purposes. Presents interpretations of data and recommendations for use in college decision-making processes.</td>
<td>20%</td>
</tr>
<tr>
<td>Serves as a college resource in guiding the college's Program Review process and in the assessment of student learning and achievement. Meets with faculty and administrators to develop evaluative measures that are in compliance with accreditation requirements and to ensure that appropriate measures and methods are used to evaluate courses and programs and create effective plans. Assists faculty and staff in the understanding and interpretation of data and trends (and their implications) for evaluation/planning purposes. Creates databases and methods to track program compliance with the program review process and to determine the manner in which planning initiatives, program evaluation, and resource allocation are integrated.</td>
<td>15%</td>
</tr>
<tr>
<td>Creates consumable data reports that are easily readable to non-research personnel and effectively utilizes tables and graphic representations of data to express the central findings of data analysis. Works with faculty and administration to determine college needs and presents findings, interpretations and recommendations as needed in planning processes in written and oral formats. Also prepares and provides trainings on topics related to program review, assessment/evaluation, planning, research/data, accreditation, student learning and achievement, and institutional effectiveness.</td>
<td>15%</td>
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<td>Represents the Institutional Effectiveness function on assigned college planning and accreditation committees and serves as an expert in research methodology (qualitative, quantitative, survey, focus group, case study, experimental design, quasi-experimental design, etc.) and program evaluation. Conducts regular formative and summative evaluations of the college's planning agenda and determines the most appropriate methods for these evaluations and for tracking implementation, while also ensuring alignment with District mission, goals, objectives, and operating</td>
<td>15%</td>
</tr>
</tbody>
</table>
practices. Presents analysis of implementation efforts on an ongoing basis and works with planning groups to use data to develop plans and recommendations for improvement.

Evaluates literature and reports from other organizations, including the ACCJC, RP group and other organizations geared towards the effective assessment of educational institutions and community colleges. Analyzes literature, determines its application to the college planning and research structures, and applies them to duties in research, planning, and evaluation. Presents analysis of literature and recommendations related to this analysis in written and oral formats as deemed necessary for improving college efficiency.

Performs needed duties related to the goals of the college, directives from the President's Office, the Accreditation process, or other activities as deemed necessary.

Performs related duties as assigned by the Dean of Institutional Effectiveness and/or the VP of Academic Affairs.

<table>
<thead>
<tr>
<th>Supervisors</th>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Supervisor</td>
<td>DR. SARAH L. MASTER</td>
<td>DEAN OF INSTITUTIONAL EFFECTIVENESS</td>
<td>(818)364-7788</td>
</tr>
<tr>
<td>General Supervisor</td>
<td>MICHAEL ALLEN, J.D.</td>
<td>VICE PRESIDENT OF ACADEMIC AFFAIRS</td>
<td>(818)364-7635</td>
</tr>
</tbody>
</table>

Supervision Exercised:

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<thead>
<tr>
<th>Class Title(s)</th>
<th>No. Supervised</th>
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Note: Forward completed form to the Personnel Commission Office at the District Office. If you have any questions pertaining to the completion of the form, please call the Personnel Commission Office at (213) 891-2333.
INTER-OFFICE CORRESPONDENCE
Los Angeles Community Colleges

To: Deputy Chancellor
From: [Signature of President/Division Head]

Date: ______________________

Los Angeles Mission College
College/District Office

Subject: REQUEST FOR AUTHORIZATION TO FILL A PERMANENT POSITION (ACADEMIC OR CLASSIFIED)

Restricted Hiring Policy:
Effective January 14, 2008, submittal of this document to the Deputy Chancellor is required before any selection activity may occur for any permanent academic or classified position. The policy aims to achieve an appropriate level of cost containment to the extent possible during a period of fiscal exigency. Selection processes already underway prior to this date may be completed but this form is still required and should be forwarded to the Deputy Chancellor.

1. POSITION INFORMATION (check appropriate box)
   - [ ] Academic (Faculty and Administrative)- Attach NOI
   - [X] New Classified Position – Attach C1121 Form
   - [ ] Existing Classified Position (complete the following information):
     - Class Code: ______________ Class Title: __________________________ Position Number: __________________________
     - Assignment Basis (PSA): ______________ Shift: ______________ FTE: ______________
     - GL: ______________ Cost Center/WBS: ______________ Fund: ______________
     - Prior Incumbent's Personnel ID#: __________________________

2. RATIONALE FOR PRIORITY HIRING REQUEST (attach additional sheet if necessary)
Greater accountability measures and new regulations imposed by our accreditation commission (the ACCJC) and other agencies such as the California Community Colleges Chancellor's Office, the Los Angeles Community College District, and the U.S. Department of Higher Education require additional institutional research, evaluation, and planning, which has created the need for additional staff to support the Institutional Effectiveness function at LAMC. These increasing accreditation standards and data-driven accountability requirements are being mandated to ensure an evidence-based planning structure and continuous quality in planning, resource allocation, and shared governance processes. Currently, LAMC lacks the research/evaluation/planning and analytic capacity to fully support the improvement of educational quality, assess its effectiveness, monitor the effectiveness of its programs, services, and resource allocation decisions, and continuously improve. The requested position is needed to build and sustain this capacity.

DEPUTY CHANCELLOR'S OFFICE USE ONLY

- [ ] Approved
  (If approved, proceed with regular District academic hiring or Personnel Commission classified hiring procedures)
  Statement of any special conditions, if applicable:

- [ ] Not Approved

__________________________ Date

Signature of Deputy Chancellor

Return completed and signed form to the Deputy Chancellor’s Office.
LACCD Restricted Hiring Procedure Approval Form 1/24/08