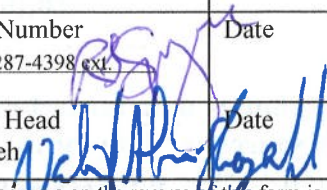


LOS ANGELES COMMUNITY COLLEGE DISTRICT Personnel Commission CLASSIFIED STAFFING REQUEST	Location W	Control Number
	Initiator/Phone Number Rebecca Tillberg/(310)287-4361 ext.	Date 7/11/13
	Supervisor/Phone Number Bob Sprague/(310)287-4398 ext.	Date
	President/Division Head Nabil Abu-Ghazaleh 	Date 9/5/13
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)			
<input checked="" type="checkbox"/>	Establish a New Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart incl. the new position)		
<input type="checkbox"/>	Reclassification of a Filled Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)		
<input type="checkbox"/>	Reclassification of a Vacant Position (Complete Sections 1, 2 & 3; submit a copy of an organization chart)		
<input type="checkbox"/>	Change a Position as follows: (Complete Sections 1 & 2)		
	From: To:		
Change in Basis (PSA)	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Change in Shift	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Change in FTE	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
Change in Office Location	<table border="1" style="width: 100%;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		

SECTION 1					
Job Title (of new or existing position, whichever is applicable) Assistant Research Analyst			Job Class Code 2081	Office (Org. Unit) Academic Affairs	
Position No.	Assignment Basis (PSA) CSA3	EE Sub Group Code	Work Shift A	FTE 1.0	Daily Hours 8
Work Days M-F	GL (Commitment Item) 213100	Cost Center/WBS W5190A	Fund 10100		
Incumbent's Name: (Complete only if position is filled with a regular incumbent)				Employee Personnel Number:	

SECTION 2
<p>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.</p> <p>Accreditation requirements demand that colleges, including West, meet ever-increasing standards for accountability and institutional effectiveness. Institutional research bears much of the burden for these increasing demands. The area of student learning outcomes assessment, one aspect of the institutional effectiveness effort, is data-intensive. Currently West's SLO data is saved on paper and in Word documents. It is critical that this data system be managed as data and with research support.</p>

PERSONNEL COMMISSION OFFICE USE ONLY	
Position Allocated to the Class of: _____ _____ Personnel Director	Notes: _____ Date

SECTION 3

Statement of Duties: List duties assigned to the position, including supervisory duties. Begin with duties normally consuming the largest amounts of time. Be sure to indicate machines or equipment operated, if applicable. List licenses required, if applicable. Attach additional pages as needed. **DO NOT COPY DUTIES AS LISTED IN THE CLASS DESCRIPTION.**

Duties	% of Time (needs to add up to 100%)
Collect, tabulate and compute data for technical reports and research studies; Research and identify sources of data for assigned projects; utilize the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.	10%
Assist in the design of forms, survey documents, questionnaires, and instructions; assist in the organization, coordination, and tracking completion of planning, accreditation, and program review functions.	10%
Provide information support to the Enrollment Management Committee. Design and program reports for use of Academic Affairs deans, division chairs, and Student Services staff.	10%
Support program review on-line documents and process	10%
Write programs and queries using Access, SPSS, Brio, Crystal Reports as well as other software, as needed, to respond to information requests by administrators and division chairs.	10%
Collect, analyze, and compile data needed to assess and evaluate performance measures which may include but not be limited to enrollment rates, persistence rates, completion rates, trends, and other data (such as outcomes and performance measures from quantitative and qualitative data which supports intended outcomes) needed for feedback and continuous improvement.	20%
Assist with SLO assessment data management; monitor and track SLO assessment.	20%
Assist in posting data the website of the Office of Research and Planning.	5%
Perform related duties as assigned	5%

Supervisors

Immediate Supervisor	Name Rebecca Tillberg	Title Dean	Phone Number (310)287-4361 ext. _____
General Supervisor	Name Bob Sprague	Title Vice President	Phone Number (310)287-4398 ext. _____
Supervision Exercised:	Class Title(s)		No. Supervised
	None		

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.