## CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>RESEARCH ANALYST (Research Technician II)</th>
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</thead>
<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2197</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,721 - $6,162 per month</td>
</tr>
<tr>
<td>Department:</td>
<td>Institutional Research, Planning, &amp; Assessment (IRPA)</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>October 6, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>October 20, 2017</td>
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### APPLICATION PACKET REQUIREMENTS

This position requires **including those on campus** submission of:
- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Office of Institutional Research, Planning, and Assessment (IRPA) provides information and data analysis in support of budgeting, operations, planning, and policy determinations at California State University, Bakersfield. This office maintains databases of historical and current facts about the University including applications, enrollments, degrees granted, demographics, test scores, grades, courses, and outcomes. It conducts surveys of students and faculty for the assessment of programs and services and provides feedback for quality improvement. Planning staff also provide consultation to other campus units in conducting assessments of their programs and technical support in data analysis and reporting.

The Research Technician II, under the general supervision of the Assistant Vice President for Institutional Research, Planning and Assessment, is responsible for implementing, maintaining and enhancing the data visualization software Tableau for the University. The incumbent visualizes data sets the office has been producing for years and creates new views of the data upon request.

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**California State University, Bakersfield** is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
**DUTIES:**

### Visualization of Data in Tableau:
- Design views of campus data in Tableau to make the data more accessible to many constituencies on campus
- Combine multiple data views into comprehensive dashboards to aid analysis and decision-making
- Publish dashboards to Tableau Server
- Replicate reports regularly produced by IRPA office

### Compilation of Data Sources for Tableau:
- Determine best data source(s) for requested visualizations
- Review data to ensure as much accuracy as possible
- Translate data codes into meaningful information for end users

### End-User Support and Administration of Tableau Server:
- Assign Tableau Server licenses to campus members at AVP’s request
- Organize visualizations in meaningful groupings on server
- Provide support for end users of Tableau Server

### Other Job Functions:
- Perform other job-related duties and special projects as assigned
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments

**REQUIRED QUALIFICATIONS:**
- Equivalent to graduation from a four-year college or university.
- 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.
- Experience with using Tableau
- Data processing software i.e. SQL Developer, Visual Fox Pro
- Experience with higher education data and terminology
- Knowledge of research techniques.
- Experience generating research reports.
- General knowledge of statistical principles and procedures.
- 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.
- 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.
- Regular and reliable attendance is required.

**PREFERRED QUALIFICATIONS:** Experience in Institutional Research at the higher education level

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION:** It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check
may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

**MANDATED REPORTER:** 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.

**GENERAL INFORMATION:** It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

**APPLICATION PROCEDURE:** Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.