



## **JOB TITLE: PLANNING ANALYST**

Classification: Classified  
Salary Range: 47

Retirement Type: PERS\*  
Board Approved: October 21, 2019

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### **BASIC FUNCTION:**

The Planning Analyst supports the design, delivery, and overall coordination of college-wide strategic and annual planning including strategy formation, execution, implementation, and monitoring; formulation of goals, performance indicators, outcomes, targets, and implementation actions. The Planning Analyst guides cross-functional campus teams to align strategies, planning objectives, and timelines to meet institutional goals. This position reports to the Director of Institutional Research and Planning and is contingent upon the availability of categorical funding.

### **REPRESENTATIVE DUTIES:**

Partners with key stakeholders through a collaborative planning process to develop, analyze, and implement college-wide initiatives and improvements integral to strategic and annual planning. Aligns strategies, objectives, and timelines to the College's foundational statements and goals.

Prepares analysis and materials for strategic/annual planning discussions. Plans and organizes meetings, demonstrations, presentations to engage and inform key stakeholders. Develops content, activities, guidance materials, and arranges logistics.

Maintains close communication and collaborative working relationships with professional staff across departments to build internal consensus and support for strategic planning, annual planning, and program review activities. Remains responsive to changing needs. Maintains a close awareness throughout all phases of the planning process to ensure a successful conclusion.

Defines, clarifies, and helps drive the strategic planning process to align with and support the annual planning cycle. Ensures common understanding of processes for successful adoption and implementation. Helps translate relevant board decisions into viable integrated tasks and priorities.

Organizes and helps develop recommendations for performance metrics and clearly defined goals to assess and evaluate after the implementation of strategies and/or activities. Tracks and reports strategic and annual planning deliverables at appropriate intervals, recommending to supervisor corrective actions as appropriate.

Participates in the development of policies and procedures that support the College's strategic objectives and annual goals. Performs complex research and analysis of policies and procedures to ensure linkage between the College's goals, strategy, implementation, and evaluation.

Guides college-wide planning using short and long-range planning tools and methods for project planning, assessment, and management. Uses instructional strategies and best practices to improve effectiveness of communications and training. Ensures that college-wide planning adheres to the requirements of accrediting, federal, and state agencies as well as the policies and procedures of the District.

Applies evaluation methodologies to synthesize information gathered in planning processes. Analyzes data, identifies gaps, and provides comprehensive feedback to supervisor regarding program review efficacy and efficiency.

Composes detailed meeting minutes and correspondence that effectively describes concerns raised by stakeholders during the planning process, changes required by the corresponding planning College body, and the rationale for decisions made and/or requested changes.

Creates and populates reporting templates and maintains a repository of strategic planning, annual planning, and program review reports.

Monitors and checks in with planning teams to assist with the production of required deliverables related to strategic planning, annual planning and program review. Tracks overall progress on college-wide priorities and initiatives. Produces annual reports on progress.

Performs other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree in a specialization involving social science, higher education, social or educational research, psychology, or related field.

Three (3) years of research experience demonstrating the ability to conduct complex analyses.

Two (2) years of experience working on strategic/annual planning.

#### Knowledge/Areas of Expertise:

Expertise with large-scale strategic planning initiatives.

Expertise in project management.

Knowledge of qualitative and quantitative research theory and methodology.

Knowledge of institutional planning within community colleges or similar environment.

#### Abilities/Skills:

Demonstrated success leading, managing, and operationalizing a strategic vision.

Demonstrated record of being a self-starter, highly flexible, and proactive.

Outgoing, engaging, and culturally responsive.

Excellent interpersonal and communication skills (especially verbally and in writing.)

Skilled at understanding other people's perspectives and taking interest in their concerns.

Skilled at technical report writing.

Skilled at resolving problems.

Skilled at organizing projects, keeping records, and being attentive to details.

Skilled at using technology (i.e., advanced Microsoft Office applications, other web-based applications, online databases, internet resources, and planning platforms.)

Ability to build cohesive teams using facilitation and team leadership techniques that create a cooperative and productive environment.

Ability to work independently and execute projects with minimal supervision.

Ability to prioritize workload and meet deadlines.

Ability to thrive in a constantly changing work environment.

Licenses or Other Requirements:

Valid CA drivers license.

**WORKING CONDITIONS:**

Extended periods of sitting and using a computer screen.

Extended periods of movement from one work area to another as needed.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.