EL CAMINO COLLEGE

JOB TITLE: ENROLLMENT DATA ANALYST

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	47	Board Approved:	October 15, 2018

BASIC FUNCTION:
Under the direction of an assigned administrator, the Enrollment Data Analyst performs FTES forecasting, FTEF allocations, FON data, capital outlay data, and other apportionment reporting statistics. Provides technical support and enrollment data to auditors, academic divisions, administrators, District executives, the Chancellor's Office, and other external officials. Generates enrollment models for management decision-making and budget planning. Ensures the District stays in compliance with Title 5 regulations.

REPRESENTATIVE DUTIES:

Tracks and manages a variety of District-wide data sets such as FON calculations, FTEF allocations, FTES predictions, WSCH/FTE computations, and Teacher Load Summaries. Reviews data submitted for faculty position requests. Responsible for the CCFS-320 Apportionment Report and capital outlay data. Ensures compliance with reporting requirements and data submission deadlines.

Trains personnel on proper data entry procedures and calculations pertaining to scheduling and faculty contracts. Guides personnel on how to interpret contract data and audit for miscalculations and other anomalies.

Responds to internal and/or external requests and inquiries regarding scheduling, enrollment trends, and FTES projections in relation to enrollment data, as directed. Works in collaboration with finance, academic divisions, institutional research, and information technology to identify data-entry errors, analyze data tables, and trouble-shoot database structures and/or automated calculation issues, as needed.

Audits large sets of division data to identify class scheduling issues that are non-compliant with Title 5. Alerts division administrators to ensure conflicts are resolved especially during enrollment periods and/or resolves issues affecting student registration and faculty pay.

Generates specialized and/or ad-hoc reports to track current trends and historical changes in enrollment. Uses data models involving enrollment projections to support District-wide decision-making, budgeting, and goal-setting. May compile reports utilizing data sets from a variety of campus sources such institutional research, academic divisions, Registrar's Office, Fiscal Services, etc., upon request.

Organizes and presents reports to management regarding fiscal efficiencies of schedules in relation to the District's goals and maximized room utilization. Provides analyses on how much FTES the District can borrow based on future forecasts. Identifies FTES variances.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:
Education and Experience:
Bachelor's degree and five years of work experience in a progressively responsible administrative, statistical and/or analytical position. Directly related work experience totaling to nine years or more may substitute for college degree.

OTHER QUALIFICATIONS:
Knowledge/Areas of Expertise:
Knowledge of enrollment management, statistical reporting, or forecasting.
Knowledge of technical and administrative calculations related to scheduling.
Principles of statistical and systems analysis and project planning and design.
Principles of automated data processing and information systems.
Familiarity with State and Federal accountability reporting requirements.
Word processing, spreadsheets, and presentation software.

Abilities/Skills:
Able to provide report information in spreadsheet, graph, narrative, and table formats.
Able to learn and apply CA Education Code, Title 5 regulations, District policies.
Able to exercise judgment, diplomacy, tact, and patience.
Skilled in problem-solving objectively.
Skilled in predictive modeling to recommend academic scheduling.
Research, analyze, and interpret complex data.
Communicate effectively both orally and in writing.
Present findings and recommendations clearly.
Operate a variety of research and analytic-related computer application programs.
Work independently and perform assignments without detailed instructions.
Establish and maintain effective working relationships with others.
Meet schedules and timelines.

WORKING CONDITIONS:
Extensive computer work.
Dexterity of hands and fingers to operate a keyboard and mouse.
Exchange information in person and on the phone.
Sit for extended periods of time.
High volume telephone usage.

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