



## Job Description

**Job Title: Analyst**

**JTC: CCO**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for providing guidance, preparing and analyzing data to support management in the decision-making process.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A self-starter with the demonstrated ability to take initiative, proactively identify issues/opportunities and recommend actions. Provides analytical support and data analysis on projects and metrics. Participates in or conducts surveys to collect and analyze data to determine the district's competitive position.

Able to adapt to new technologies, be flexible when situations change and work in an ambiguous environment. Demonstrated ability to research and analyze data, interpret and document results and make recommendations. Demonstrated ability to generate reports utilizing a HRIS system.

Effectively transmits instructions and information through clear, concise written and verbal communication. Exercises patience and understanding when dealing with others. Demonstrates the ability to follow through with commitments. Able to work with diverse academic, cultural and ethnic backgrounds of the community college district.

Makes decisions that are based on thorough analysis and uses sound judgment. Maintains data integrity through attention to detail; able to prioritize and meet aggressive deadlines.

Utilizes effective listening and interpretative skills to identify needs and requirements and develop successful solutions. Promotes positive customer relations by actively clarifying and communicating expectations and objectives, interpreting policies and procedures and applying them fairly. Must have excellent customer service skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.



## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus 3 (three) years of related experience. Official transcripts required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*