

San Diego Community College District

NANC JOB DESCRIPTION

Title: Project Analyst

Unit: Non-Academic/Non-Classified Service

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Job Code: N1160

Original Date: 04/2018

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor or manager, independently perform a wide variety of complex, journey-level duties in support of assigned projects; provide coordination, organization, review, analysis, and technical support for assigned activities; and develop innovative solutions to complex problems.

DESIRABLE QUALIFICATIONS:

Knowledge of applicable local, State, and federal laws, rules, and regulations; research and analysis principles and techniques; English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures, and equipment, including computer hardware and software; and record-keeping techniques. Ability to analyze situations and adopt an effective course of action; understand, interpret, and explain applicable laws, rules, and regulations; compile and analyze complex data; translate findings into clear, concise reports and recommendations; maintain records and prepare reports; operate computers and business-related software, including word processing, spreadsheets, and databases; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; work independently with little direction. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Assist in coordinating, developing, organizing, and implementing a wide variety of activities.
- Conduct research, analyze data, develop recommendations, and prepare written reports.
- Identify and coordinate the resolution of issues and concerns related to operations, policies, and procedures.
- Coordinate project workflow and track progress.
- Operate office machines and equipment, including computer hardware and software.
- Create and maintain databases and tracking systems for assigned projects.