



Classification: Research Analyst I

Title Code: V00991

Pay Range: 18

POSITION SUMMARY:

This is an intermediate statistical and research work involving the gathering, analysis and reporting of statistical data. An employee of this class adapts statistical techniques to a variety of problems. The work normally involves assignments of moderately complex nature. The employee may function as a subordinate research analyst to a higher level research analyst or CIT. General supervision is provided by a higher level research analyst or by another administrative superior who outlines the problems, issues general instructions and reviews the complete work as to validity and over-all quality.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Analyzes a variety of data (sociological, economic, demographic, health and vital statistics, etc.) within the scope of program activities of the agency involved; assists in selecting the methods and techniques to be used in presentation and interpretation of research findings.

Prepares analyses and descriptive texts indicating trends and statistical evaluations of their significance; prepares data, charts and narrative for publications.

Develops and revises reporting forms and procedures for the compilation of moderately complex statistical data.

Provides public and private agencies with technical assistance and advice in the gathering and assembly of statistical material; makes personal visits to suppliers and users of information for public relations purposes, validation, quality improvement and the solution of other problems.

Coordinates the development of information with the electronic data processing sections; monitors computer output for quality.

Conducts special research studies requiring the application of advanced statistical methods to a variety of social and economic data, vital and other health statistics, agency activity reports, etc.

Provides technical supervision to a small number of technical and clerical personnel in the collection, analysis and presentation of statistical material in the absence of the senior analyst.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of ordinary mathematical and statistical methods.

Some knowledge of the use of graphic presentation.

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Page 2

Working knowledge of the more complicated methods and formulas and their application to the analysis and evaluation of social and economic data.

Working knowledge of research techniques and of the sources and availability of information.

Knowledge of electronic data processing and other office equipment used in performing statistical operations.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to analyze and present conclusions on moderately complex statistical data.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

One year of full-time professional experience in the analysis and presentation of statistical data; and graduation from an accredited four-year college or university with specialization in statistics or with substantial course work in such areas as public or business administration, mathematics, economics, sociology, education, psychology or closely related areas, including or supplemented by at least one college-level course in research methods or statistics. (Graduate education in areas specified above which included course work in statistics or research methodology may be substituted on a year-for-year basis for the required experience.)

NECESSARY SPECIAL REQUIREMENTS:

None

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.