

RESEARCH ANALYST

Code No.: 4-18-082
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a staff position involving collection and preliminary analysis of data, organization of material for evaluation development and implementation of a monitoring system. Employees under general supervision of senior level analysts, program director or department head. Supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Collects data and performs preliminary analysis on departmental or agency operations;

Designs and executes program monitoring, which includes fiscal and program reporting system, time lines and issue identification and resolution mechanisms;

Designs and executes evaluation system developing instrumentation, data collection, data analysis, recommendations and report writing;

Develops needs assessment, planning process and subsequent plans;

Advises administrative staff on implementation and planning issues;

Coordinates and attends meetings on planning and monitoring tasks, issues and guidelines; prepares materials and presentations as needed for these meetings;

Assists in identifying needed special services and programs;

Assists in developing new programs and systems and in improving existing operations;

Assists in filing applications for grant funding;

Prepares basic narrative, statistical, graphic and tabular reports, and analyses for review and approval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of sources, techniques, principles and problems involved in data collection and socioeconomic analysis, good knowledge of instrumentation and data collection to develop statistical research program; good knowledge of program monitoring methods; decision making ability; ability to organize, assimilate and present data in graphic, or tabular form, ability to prepare clear and concise written reports, graphs, and charts; ability to utilize a computer for word processing and database management applications; ability to communicate effectively; ability to establish and maintain effective working relationships; tact; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Policy Analysis, Statistics or closely related field; OR,
- (B) One (1) year full-time paid or its part-time equivalent experience in research analysis, program planning, evaluation or monitoring, needs assessment or data collection; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: April 17, 1986

REVISED: May 19, 1994

REVISED: March 9, 1995