

## SENIOR RESEARCH ANALYST

Code No.: 3-18-092  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position involving the analysis and evaluation of statistical data and material relating to improvement and development of existing departmental or agency programs and operations. It may also involve program planning including: facilitation of internal work groups, analysis of relevant data, development of measurable goals and objectives, and monitoring progress during plan implementation. The employee reports directly to, and works under the general supervision of a senior level staff member with latitude allowed for independent judgment and establishing priorities. Supervision may be exercised over Research Analysts, or other technical and clerical personnel. Does related work as required.

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

Analyzes data and statistics on the programs and operations of a department or agency;

Prepares narrative and/or statistical reports and analyses for review and approval;

Facilitates meetings, conferences, and group sessions;

Develops required departmental plans;

Assists in preparing the applications for grant funding;

Evaluates new programs for department or agency operations;

Assists in developing budget proposals for a functional unit of the department or agency;

Supervises the work of a subordinate staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and procedures of research analysis; good knowledge of the techniques involved in interpretation of available data on existing programs or operations; working knowledge of group facilitation and Total Quality Management procedures; working knowledge of long-term and strategic planning methods; working knowledge of the methods used in applying for grants; working knowledge of the automatic data processing services and facilities available to the department or agency; ability to organize and present complex narrative and quantitative information; ability to structure and develop programs; ability to evaluate data; ability to work with a minimum of direction; ability to develop and maintain effective working relationships; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years of paid full-time or its part-time equivalent experience in research analysis, program planning, data collection or program statistical evaluation; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years of paid full-time or its part-time equivalent experience as defined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Policy Analysis, Public Policy Analysis, Mathematics, Psychology or Statistics, with a minimum of eighteen (18) credit hours\* in research or quantitative methods, quantitative analysis or statistics; plus one (1) year of paid full time or its part-time equivalent experience as defined in (A); OR,
- (D) An equivalent combination of training and experience as defined within the limits of (A), (B), and (C).

\*Required credit hours must be specifically stated on application.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**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.

**ADOPTED:** November 18, 1976

**REVISED:** May 3, 1984

**REVISED:** April 6, 1995

**REVISED:** July 11, 1996