

RESEARCH ANALYST

KIND OF WORK

Professional statistical and data analysis work.

NATURE AND PURPOSE

Under general supervision/procedural control, conducts studies in a specialized field of research by using primarily descriptive statistical techniques to gather, compile, and analyze data to assist in the compilation of parts of major reports and/or to compile reports for programs with limited scope and complexity; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Collects raw data from primary sources, records or reports to assist in the compilation of parts of major reports and/or to compile reports for programs with limited scope and complexity by developing questionnaires and survey forms; by interpreting computer output; by working with programming and systems personnel; and by tabulating data and directing clerks who tabulate data.

Constructs statistical or economic charts, graphs and tables to facilitate data analysis and/or to visually represent data such as trends, rates and levels by displaying data in appropriate format and preparing data for computer analysis.

Computes statistics such as employment, overtime, hours, earnings, new hire rate, turnover and wage surveys to provide information to requesting individuals or organizations, to condense source data and/or facilitate report preparation by applying statistical methods and/or procedures and by using calculators, computers and conversion tables.

Writes narrative reports and/or narratives which accompany surveys to provide required information to others in an understandable manner by interpreting and explaining the data, the limitations of the data, and differences in data reporting over a period of time.

Writes letters in response to inquiries concerning statistical reports by interpreting the results of surveys and reports in an understandable manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Basic descriptive and inferential statistical methods, their applications and limitations, sufficient to select and use procedures appropriate to problems and to interpret results.

Tabulation and data processing equipment used for storing statistical information sufficient to apply procedures for editing, reviewing, processing and disseminating information.

The field in which research is conducted sufficient to develop questionnaires and survey forms to collect data.

Ability to:

Construct tables, charts and graphs which appropriately and correctly depict data.

Interpret and explain statistical data in an understandable manner.

Write narrative summaries and to develop questionnaires and surveys to collect and compile data.

Read and comprehend information necessary for report preparation.

Est.: 04/41T.C.: 07/61, 09/68, 07/81

Merged: 06/76

Rev.: 04/84

Ckd.: 06/91

Former Title(s): Research Analyst

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