

RESEARCH ANALYST, INTERMEDIATE

KIND OF WORK

Professional statistical and data analysis work.

NATURE AND PURPOSE

Under limited supervision/procedural control, conducts studies in a specialized field of research by using descriptive, inferential, and other statistical techniques, available information resources and specialized knowledge of program operations to complete specific, assigned projects/reports which require the application and interpretation of policy; 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.)

Designs and conducts research projects for specific program areas to gather, compile and analyze data by reviewing and interpreting statutes and related governing documents; by recommending methods needed to retrieve information from existing computer based systems or reports, developing statistical records systems which would process, summarize and analyze data; and by designing and preparing form letters, questionnaires and other related survey documents.

Develops and/or assists in the development and implementation of data base systems to facilitate quick access to and manipulation of data necessary for the calculation and retrieval of quantitative information by communicating operational requirements to programming and systems personnel; and by assisting in creating and modifying all input and output forms necessary to edit, review, process and disseminate information.

Initiates and develops procedures to improve/revise the processing of existing statistical information by reviewing automated data processing procedures, evaluating input and corrections procedures; by establishing procedures to control data flow throughout the test and production process; and by assisting in development of systems specifications for editing input forms.

Reports findings to complete assigned projects/reports by preparing written analyses which interpret and explain statistical data; by constructing statistical charts, graphs and tables and displaying data in appropriate format; by making oral presentations; and by defining and identifying problem areas and making recommendations.

Writes letters in response to inquiries about statistical reports by explaining the results of surveys and reports as they relate to specific programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge in:

Specific program areas of research sufficient to determine the statistical data requirements for reports/studies which meet program/legal requirements and to develop statistical record systems which would process, summarize and analyze that data.

Statistical methods sufficient to select and apply them appropriately to gathered data and to interpret results.

Tabulation and data processing equipment used for storing existing statistical information sufficient to create and/or modify procedures for editing, reviewing, processing and disseminating information.

EDP principles sufficient to use packaged software, mathematical formulas and analytical procedures to format and execute computer programs.

Ability to:

Interpret statutes and related governing documents when preparing and presenting research projects.

Use a variety of statistical methods.

Construct tables, charts and graphs which convey results of statistical manipulations.

Interpret and explain statistical data and procedures in an understandable manner in written reports or oral presentations.

Est.: 07/81T.C.:

Rev.: 04/84Former Title(s):

Ckd.: 06/91