



RESEARCH ANALYST 1

1115

GENERAL DESCRIPTION OF CLASS

The RESEARCH ANALYST 1 helps gather, compile, analyze, and report information and statistical data and assists in drafting this information or data in narrative or schematic form.

This class is the entrance to the Research Analyst series. Entry employees work under close guidance. As training progresses, the employee takes on increasing independence to complete moderately complex assignments.

DISTINGUISHING FEATURES

This is the first of a four-level classification series. It is also the technical support level. Employees at this level may work in a developmental or training capacity in preparation for the higher level; or they may work independently to complete routine and standardized research assignments.

At this level, employees follow well-defined plans, methods and procedures to gather, compile, code, classify and analyze data. They do preliminary data analysis and prepare standard reports. The work of Research Analyst 1 is procedural and patterned and there are readily available guidelines. These features distinguish it from the higher-level Research Analysts.

This classification series is distinguished from other classes that do research work because research is the primary focus. Other classes use research skills and knowledge and skills in other occupational areas to accomplish the work.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Research Development and Analysis

Do routine and standardized research assignments applying basic statistical methods. Follow well-defined plans, methods and procedures to gather, compile, code, classify and analyze data. Assist analysts by gathering and compiling raw data from a variety of sources, contacting agencies and other sources for research information, and conducting surveys and analyzing results. Help develop simple survey research instruments (e.g., questionnaires). Conduct surveys to gather data or verify accuracy of survey reports with survey respondents. Organize and analyze data in printouts, tables, graphs, and charts.

Apply software (statistical, word processing, spreadsheet, presentation, and database) to the analysis and reporting of research findings. Extract data from computer printouts. Use computer report generator language software packages or write routine programs to retrieve, edit, and tabulate data from various databases and files. Display and maintain data in graphs, summary tables, and charts. Apply elementary statistical tests to various data. Independently do simple research.

2. Report Preparation

Assist with providing standard information, data and definitions to agency personnel, other agencies, business groups, associations, and the public. Assist other analysts by reviewing narrative and statistical information received from internal and external sources. Write summary narratives or statistical reports. Help summarize data into various formats and assist in writing short reports, simple research monographs or sections of major reports.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular telephone or written contact with survey respondents to ask specific questions relating to an informational or research project. They also have periodic in person, telephone or written contact with agency personnel, other agencies, business groups, associations, and the public to respond to routine informational requests or data needs, or to seek information for projects. The Research Analyst 1 participates as a project team member.

SUPERVISION RECEIVED

The Research Analyst 1 works under the regular supervision of a higher-level analyst or supervisor who reviews work in progress to advise and give direction on work methods and priorities, as needed. Work is reviewed on completion for accuracy and completeness.

As expertise increases, the Research Analyst 1 independently conducts simple research and organizes and summarizes information. Various support projects or tasks are assigned by senior staff and checked for accuracy when done. When questions arise, a higher-level analyst provides guidance.

The Research Analyst 1 follows agency policies, procedures and guidelines to complete work assignments. Computer manuals are used as resource material when working with computerized equipment and software packages.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Research techniques, methods, and procedures.
Statistical principles and procedures such as methods of collecting and compiling statistical data.
Technical report writing methods and procedures.
Computer concepts and applications such as query and reporting tools, spreadsheet, word processing and database collection.

Skill to:

Organize and present simple research findings and information clearly and concisely in verbal and written form.
Organize work to meet deadlines.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

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