



RESEARCH ANALYST 2

1116

GENERAL DESCRIPTION OF CLASS

The RESEARCH ANALYST 2 gathers, compiles and analyzes qualitative and quantitative information and statistical data, and presents this information in narrative or schematic form. The Research Analyst 2 assists in planning and organizing research projects.

DISTINGUISHING FEATURES

This is the second level of a four-level classification series. This is the first professional level. Employees work at full proficiency and use independent judgment. Employees do projects that require advanced analysis. This feature distinguishes the class from the lower level. The absence of primary responsibility for planning studies, managing complex research projects, and making complex interpretations and recommendations distinguishes this class from the higher levels.

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

Gather and compile raw data from a variety of sources, contacting agencies and other sources for research information. Do surveys to gather data, and analyze results. Help develop survey research instruments. Identify or calculate statistically valid samples. Verify the accuracy of survey reports with survey respondents, and organize and analyze data in printouts, tables, graphs, and charts. Apply elementary statistical tests to data to estimate trends. Participate with information systems staff in designing and implementing new or enhanced information systems.

Extract data from computer printouts. Apply software (e.g., statistical, word processing, spreadsheet, presentation, and database) to the analysis and reporting of research findings. 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.

2. Research and Consultation

Answer requests from agency personnel, other agencies, business groups, legislative bodies, associations, and the public for information relating to subjects within the agency's jurisdiction. Contact businesses, governmental officials, and others to collect and interpret data. Review reports, papers, memos and articles of staff to ensure proper use of data and offer consultation.

3. Report Preparation

Explain research information received with agencies and others. Write reports, such as summaries of statistical studies, narrative reports and articles for publication, including summary tables, graphs, and charts. Produce tables of estimates and other special reports. Summarize data into various formats and write short reports, simple research monographs or sections of major reports.

4. Project Review

Review project work of lower-level research analysts, technicians and support staff for accuracy and completeness. Provide training on survey methods and other job functions to lower-level research analysts or support staff.

RELATIONSHIPS WITH OTHERS

The Research Analyst 2 has regular telephone or written contact with survey respondents to ask specific questions relating to a research project. There is periodic contact in person, by telephone or in writing with Information Systems personnel to provide information for major systems development projects, or to help with computer system design. The Research Analyst 2 also has periodic in-person, telephone, or written contact with agency personnel, other agencies (Federal and State), business groups, legislative bodies, associations, and the public to respond to information requests or data needs or to seek information for research projects. The Research Analyst 2 participates as a member of a research project team.

SUPERVISION RECEIVED

The Research Analyst 2 receives general supervision from a higher-level analyst, supervisor, or manager. Work is reviewed through evaluation of final products and progress reports. The Research Analyst 2 independently determines day-to-day methods, priorities and activities but may seek policy interpretation or guidance in unusual circumstances.

The Research Analyst 2 follows agency policies and procedures to complete work assignments. Computer manuals are used as resource material when working with computerized equipment and software packages.

KNOWLEDGE AND SKILLS (KS)

General knowledge of:

Research techniques, methods, and procedures that include methods of collecting and compiling statistical data.
Methods and procedures of technical report writing.
Computer concepts and applications such as query and reporting tools, spreadsheet, word processing, database and statistical or quantitative analysis software.

Basic knowledge of:

Research design
Web-based software
Database design

Skill to:

Design survey forms for gathering and reporting data.
Conduct surveys to gather and compile data, analyze results and report results in a logical, clear and concise manner.
Write effective technical narrative and statistical reports.
Present reports and narrative summaries to a lay audience verbally and in tabular, graphic or pictorial form.
Use computerized query and reporting tools and design basic databases.
Use statistical software to edit and tabulate data.
Read and comprehend technical reports and manuals related to the position.
Analyze, interpret and explain technical data and reports.

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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 Dept. of Administrative Services
 Human Resource Services Division