



RESEARCH ANALYST 4

1118

GENERAL DESCRIPTION OF CLASS

The RESEARCH ANALYST 4 plans, leads and manages the development, implementation and evaluation of major research or complex data analyses projects. They plan and design the research methods, establish procedures to assure the quality of data and approve the results. Work includes deciding the area requiring analysis or study. The Research Analyst 4 consults with management about research needs, findings and conclusions. Employees may act as an agency spokesperson on research matters, and regularly consult with top management and administration.

DISTINGUISHING FEATURES

This is the fourth of a four-level class series. At this level, employees identify areas of research, and independently plan and conduct major, complex research projects involving major issues analysis. Projects or studies require considerable independent judgment and are frequently broad scoped in nature, or of significant social, economic or political importance.

The independent judgement exercised, the proficiency needed to complete research and analytical work, the size and nature of the research projects, and project management that includes the oversight of research staff distinguishes this class from the lower levels; responsibility to regularly act as consultant to policy makers further distinguishes this class from the lower 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 Planning, Design, and Analyses

Write project proposals and research grant applications. Independently or in consultation with users identify areas of research and design research methodology. Plan and manage complex analytical or statistical research projects. Develop procedures that describe the series of steps to be taken by analysts and design forms and survey instruments to collect raw data. Establish procedures to verify the quality of data and the results of research projects. Review literatures, national trends and State data to evaluate services and client outcomes. Apply software to the complex analysis, reporting and presentation of technical research findings. Develop survey instruments or data files to construct data sets for analysis and future study.

Participate with Information Systems staff in planning, designing and implementing new or enhanced information systems. Write programs to utilize statistical procedures based on the assumptions and hypothesis in the research design. Study and analyze tables, graphs, and charts, and other statistics to arrive at conclusions about the data.

2. Report Preparation

Write summary reports of research findings, and articles for publication including summary table, graphs, and charts. Write reports interpreting and analyzing interactions, movements and changes in the world, (Federal, State and local scene). Serve as agency spokesperson regarding current situations and forecasts with the news media. Testify in court hearings to present and explain information, methodology and conclusions. Train and guide lower level analysts in report writing. Summarize reports by explaining the significance of trends. Prepare statistical forecasts and explain their significance to a program.

3. Technical Consultation

Confer with policy makers, executive level management, business groups, legislative bodies, associations, unions, news media, and State and local officials regarding current data, trends, projections, or impact of existing or proposed studies. Prepare written responses and provide technical expertise and specialized information on request. Represent the agency as an expert when consulting with and developing plans for State and local groups (e.g., advisory committees, planning boards, Chambers of Commerce). Develop materials and make presentations to various units of the agency, community groups, and others to report research findings, current statistics, or forecasts.

4. Project Management

Design research-project methodology and plan, assign, check and manage the work of other research staff engaged in gathering, compiling and analyzing information and data. Provide or arrange for technical training for team members and staff. Manage projects that include broad cross-functional team members. Oversee the daily activities of research staff assigned to projects.

RELATIONSHIPS WITH OTHERS

The Research Analyst 4 has frequent contact in person, by telephone or in writing with Information Systems staff to obtain their assistance in the development and implementation of new data systems for research projects in order to collect and analyze the information efficiently. They have frequent in-person, telephone or written contact with top-level agency personnel, other agencies, business groups, legislative bodies, associations, unions, and news media to respond to information requests or to seek information for research projects. They also have frequent contact with various staff of the agency, community groups and others when serving as an agency representative or expert in delivering presentations of research findings, current statistics, or other pertinent information or data.

SUPERVISION RECEIVED

The Research Analyst 4 works within professional standards and practices, Federal and State law, rules, regulations and agency policy and guidelines. At times, guidelines must be developed or adapted to the specific circumstances of the assignment in response to unprecedented problems or issues. There is no technical review of most of the work but review occurs for achievement of overall program or project objectives.

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

Research design and the techniques, methods, and principles used in complex analytical research.
Methods and procedures of technical report writing.
Computer concepts, applications, and capabilities including systems design, programming language, and statistical or quantitative analysis software packages used in complex analytical research.
Computer query and reporting tools and database design.
Sampling theory and design for data collection and analysis.

General knowledge of:

Forecasting techniques and simulation models.
Web based software tools.
Team leadership techniques.
Project management principles and methods.
Business analysis methods.
Social, economic, or industrial trends.

Skill to:

Analyze, interpret and explain technical data, trends and reports.
Recommend program action based on research findings.
Design survey instruments for gathering and reporting data.
Write effective technical narrative and statistical reports.
Present technical reports and narrative summaries to a lay audience verbally and in tabular, graphic, or pictorial form.
Manage research projects and oversee the work of research staff.
Work effectively with agency personnel, the public and legislative members.
Use policies, statutes, practices, and procedures relative to a specific agency or field of research.
Apply statistical software to edit and tabulate data.
Plan and manage complex analytical research studies.
Prepare statistical forecasts.
Lead research teams or projects and guide lower level analysts in research activities.
Train research analysts.
Read and comprehend technical reports and manuals at a level for the position.
Use computer-based advanced statistical applications.
Design databases to support the level of research design.

In addition to the Knowledge and Skills listed above, some positions may require one or more of the following:

Extensive Knowledge of:

Statistical software selection.
A specific research area's current literature, studies, program evaluations, and outcome studies.
Specific computer software programs.
Advanced statistics such as multiple regression, factor analysis, analysis of variances, and discriminate analysis.

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

Revised 1/02

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division