



RESEARCH ANALYST 3

Job Code: 394 BOE
Bargaining Unit: 06
Effective Date: 11/19/2009

Description of Work

General Statement of Duties

Performs highly responsible professional work involving supervising the collecting, compiling and analyzing of data; prepares and presents recommendations based on data research; and perform related duties as required.

Supervision Received

Works under the general technical and administrative supervision of a division or unit head.

Supervision Exercised

Exercises within a unit technical and administrative supervision directly over clerical and professional research staff.

Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Plans and directs research projects related to collecting and analyzing education, economic or demographic data.

Supervises the compiling, computing, analysis and verifying of collected data.

Supervises and participates in the preparation of tables, maps, graphs and charts for visual presentations or reports; prepares and reviews narrative and statistical reports.

Plans, organizes and delegates research work to subordinates to complete requested reports.

Initiates and maintains contact with other departments or agencies to facilitate data exchange.

Develops and maintains informational databases for departmental use.

Determines the department's data needs and coordinates information systems for departmental utilization

Identifies and analyzes long-term trends or future needs.

Formulates recommendations based on data research to be used for determining departmental or district policy.

Attends meetings, hearings and conferences of departmental interests; researches and presents requested data to committees, conferences or meetings.

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Typical Duties Performed (continued)

Directs the compiling and preparation of reports requested by department heads, committees or district officials.

Acts as the District's representative on boards, committees and/or district task forces as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the principles, theories, techniques and procedures of data gathering and utilization.

Working knowledge of district structure and functions.

Considerable ability to plan, organize and delegate work.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact tactfully and effectively with the general public and other departmental personnel.

Considerable ability to determine and solve problems of a complex nature.

Considerable ability to use database, spreadsheet and statistical software (e.g., Excel, SPSS).

Working ability to conduct basic statistical analysis (e.g. frequencies, descriptive).

Minimum Qualifications

College graduation and two years of experience as a Research Analyst 2 or equivalent, or college graduation and four years or experience as a Research Analyst 1 or equivalent. (Equivalent combinations of education and/or experience will be considered.)