



WASHINGTON STATE
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Office of Financial Management
Olympia, Washington

NOW HIRING
Position Until Filled

ERDC EDUCATION RESEARCH ANALYST/ ERDC SENIOR EDUCATION RESEARCH ANALYST (EARLY LEARNING)

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have applied for the ERDC Education Research Analyst previously, and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration, depending upon qualifications, is \$73,296 - \$93,660 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; options, flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:
<http://ofm.wa.gov/jobs/SupplementalProfileData.doc>



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

OFM's mission is to provide accurate and timely information, fiscal services, and policy support to the Governor, Legislature, and state agencies. The Forecasting and Research Division supports OFM's mission by providing high-quality data and objective analyses on key issues that affect the state budget and policy development. Forecasting and Research Division activities include: budget driver and expenditure forecasting, research and monitoring; providing population estimates, forecasts, and census data; and conducting statewide economic research to support fiscal planning and economic policy decisions.

The Education Research and Data Center (ERDC) is located within the OFM Forecasting and Research Division. The ERDC is responsible for developing and operating an early learning through postsecondary and workforce (P20W) statewide longitudinal data system, and for conducting and facilitating analysis, reporting and research on student transitions and achievement based on this data system. Research and analysis by the ERDC is focused mostly on student transitions within and among the early learning, K-12, higher education and workforce training sectors in the P-20W system and the transition from education to work.

ERDC will implement and direct a grant, received by the Office of the Superintendent of Public Instruction (CFD #84.372) from the Institute for Education Science in the U.S. Department of Education. Under this grant, the ERDC is tasked with producing reports, analysis and research using the statewide longitudinal data system. Information about the grant is available at <http://www.erd.c.wa.gov/FY15SLDS/FY15SLDSprojectnarrative.pdf>.

ERDC is hiring an Education Data Analyst to support the work of the grant related specifically to early learning. This project position will run through September 30, 2019. In general, it is a professional and technical position responsible for assisting in the development of the P20W statewide longitudinal database and for conducting analysis of data from early learning, K-12 education, higher education, workforce training and employment. Principal responsibilities of this position are focused on early learning and K-12 outcomes for early learning participants. Grant-related responsibilities include: (1) development of an early learning "feedback" report; (2) conducting cross-sector early learning and education research and analyses using data from the P20W data system; (3) working with partner agencies, data contributors and data requestors in the use of data from the P20W system; and (4) providing appropriate data sets for use in research, analysis or program evaluation.

Secondary responsibilities of this position could include producing reports, analyses and research in K-12 subject areas, early learning teachers, vendors and contractors. The incumbents must be skilled in carrying out research and analysis beginning with research design and following through to the final approved and vetted written product with a low level of supervision. While grant deliverables are paramount, the incumbent is encouraged to identify areas of analysis, reporting and research that are important to the Governor, the OFM Director, the Legislature and/or state education agencies as there may be latitude within the grant to pursue additional reporting, analysis and research. Relationship maintenance and support of data providers and researchers in education and employment agencies is essential. Experience and/or the desire to work in the areas of early learning, early education and K-12 education are highly desirable but not necessary.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

The ideal candidate will have:

Education: Graduate degree in economics, sociology, psychology, education research, statistics, or related discipline from an accredited college or university recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

Business Experience and Knowledge: Minimum of five years of experience analyzing data using SAS or other statistical software. Proficiency with data management. Doctoral degree may substitute for experience if there is proficiency with statistical software.

General Work Skills: Must be self-motivated, detail-oriented, and able to work independently with little oversight. We seek someone with effective time management skills who can prioritize tasks and produce quality work on time. In addition, we are looking for flexibility to work with ambiguities and contradictions to resolve issues; independent problem solving capability; excellent analytical skills; and the ability to effectively review work products with project team to ensure accuracy and buy-in.

Communication Skills: Excellent communication skills that are appropriate to both the complexity of the topic and the understanding of the audience. Can produce clear and concise written documentation for all audiences, including readers with no research experience.

Planning and Organization Skills: Capable of effectively organizing multiple assignments, sometimes involving competing priorities, to produce work products and services that are accurate, thorough, and timely.

Interpersonal Skills: Skill to effectively interact with others, both individually and in group settings, and to work cooperatively with other team members as well as with partner agencies and organizations, and contribute to group solutions.

Computer Skills: Ability to use Microsoft Office products, including Word, Excel, and PowerPoint. Proficiency with statistical software such as SAS or Stata.

Preferred/desired qualifications

Education, Training and Certification: Doctoral degree in economics, sociology, psychology, education research, statistics or related discipline from an accredited college or university recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

Business Experience and Knowledge: Expert knowledge of SAS with experience analyzing early learning and K-12 education programs and data.

Experience with Education: Direct experience with education programs and data in early learning, K-12 and/or postsecondary education. Demonstrated knowledge of Washington's general education environment.

Core competencies

- Demonstrate ability to solve problems using proven methods
- Commitment to continuously improving processes

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.