WASHINGTON STATE
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ERDC EDUCATION ANALYST

EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have previously applied for the Senior Education Analyst 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 is $72,000 to $85,500, 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 and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal data sheet: www.ofm.wa.gov/jobs/datasheet.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

The Office of Financial Management (OFM) provides vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington State. OFM's Forecasting and Research Division provides state and local population estimates, monitors changes in the state economy and labor force, and conducts research on a variety of issues affecting the state budget and public policy. The Education Research and Data Center (ERDC) within the Forecasting and Research Division conducts analyses of early learning, K-12, higher education and workforce training programs, and education issues across the P-20W (education plus employment spectrum).

A newly enacted state statute requires state-approved educator preparation programs to collect and provide data as required for approval by the Professional Educator Standards Board (PESB) to ERDC. ERDC and state-approved educator preparation programs must enter into data-sharing agreements to facilitate the transfer of data required by PESB. ERDC must hold, analyze, and make data on educator preparation available for research and monitoring by PESB, state-approved educator preparation programs, and other researchers with appropriate data-sharing agreements.

This position is a professional and technical position and is primarily responsible for the ERDC's functions related to this work on state-approved educator preparation programs. This position is also responsible for producing education and workforce reports for the ERDC, developing longitudinal and cross-sector research reports with ERDC partner agencies, and providing research and data analysis support on efforts relating to the ongoing operation of the ERDC's P-20W data warehouse. Those efforts include but are not limited to developing requirements for reports and analysis tools, analyzing data and documenting processes necessary for input into the warehouse, and working on reports based on data extractions from the data warehouse.

Duties

- Conduct education and workforce research and analysis with an emphasis on educator and teacher preparation programs. This includes identifying critical research and policy issues; conducting research and analysis on educator and teacher preparation programs and services based on critical research and policy issues; creation and analysis of cross-sector, longitudinal research databases; and production of research, analysis, briefs and presentations, among other similar duties.

- Perform education data analysis to support state and federal reporting by the Professional Educator Standards Board (PESB), as well as other research, reporting and analysis related to educator and teacher preparation programs and the outcomes of those programs. This may include identifying potential new sources of education and non-education data that could support the work of the ERDC; analyzing and interpreting statistical data to identify significant differences in relationships among sources of information; profiling data and processing large datasets for statistical modeling and analysis; identifying relationships and trends in data; and developing an understanding of data fields and attributes.

- Develop expertise with educator and preparation teacher programs. This includes developing an understanding of educator and teacher preparation programs; collecting data to create datasets for statistical modeling and analysis; analyzing and interpreting

quantitative and qualitative data; and synthesizing knowledge of the programs and analysis of data into an assessment of the programs.

- Perform other duties as required. These might include aiding in the onboarding of new data contributors; assisting in answering ad hoc education and workforce-related questions from legislative committees, legislators, the Governor's Office and OFM; and aiding education and workforce agencies in developing critical questions for education research and analysis, among other possible duties.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

(1) A graduate degree involving quantitative research, including formal education in the use of descriptive statistics, multivariate statistics and regression models. Strong data management skills and experience working with large, complex databases in a research setting;

(2) Competence in data analysis using statistical software such as SAS, SPSS, Stata or equivalent;

(3) Ability to convert data and analysis to practical, understandable information;

(4) Ability to maintain the highest degree of confidentiality;

(5) Ability to communicate effectively including communicating complex data and analysis, to audiences with limited knowledge of research and statistical methods; and

(6) Experience working effectively without close supervision.

Preferred/desired qualifications

(1) A Ph.D. involving quantitative research, including formal education in the use of descriptive and multivariate statistics including econometric models;

(2) Working knowledge of education or workforce programs and data;

(3) Advanced skills in SAS 9.x or similar statistical software, or SQL or similar programming language;

(4) Experience working with sensitive data;

(5) Five or more years of experience in related work; and,

(6) Experience with K-12 data and programs and/or experience with teacher data and programs.

Core competencies

- Demonstrated 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.