WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

RESEARCH ANALYST 1
Abolished Effective July 1, 2007

Definition: Performs entrance-level professional work in research, statistics or data analysis; may serve in a training capacity.

Distinguishing Characteristics: Positions either participate in a variety of research or statistical analysis tasks, or are responsible for selected portions of an established research or statistical analysis process (e.g., field data collection on research projects). May direct lower-level statistical or clerical staff.

Positions follow well-defined plans, methods and procedures and gather, compile, code, classify and analyze data in accordance with these plans and procedures. Works under the close supervision of a higher level analyst or supervisor who reviews work for accuracy and completeness. This class is distinguished from lower-level positions by applying a basic knowledge of statistical reasoning and statistical procedures with corresponding responsibility for accuracy and completeness.

Typical Work

Assists in conducting phases of projects; assists in gathering and analyzing data and writing reports; assists in design of simpler survey questionnaires;

Collects, compiles and classifies data; checks for completeness, reasonableness, accuracy and comparability with other data;

Prepares tables, charts, graphs and statistical reports; makes basic interpretations;

Composes routine correspondence to furnish or request information; writes summaries, histories and reports of limited scope;

Performs other work as required.

Knowledge and Abilities

Knowledge of: statistical theory and techniques; English grammar; punctuation and vocabulary.

Ability to: interpret data; make arithmetic computations quickly and accurately; write clearly and concisely; follow oral and written instructions.

Minimum Qualifications

A Bachelor's degree, including one college-level course in statistics.

OR

Two years of experience as a Statistical Reports Compiler 3, Data Services Assistant 3, Data Compiler 2 or equivalent, and successful completion of at least one college-level course each in statistics, mathematics or computer programming (technical level) and English Composition.

Research and statistics work performed in the private sector or governmental agencies may be substituted, year for year, for education but must be supplemented by successful completion of at least one college-level course each in statistics, mathematics or computer programming (technical level) and English composition.

NOTE: A specified Bachelor's degree may be required under selective certification.

New class: 7-13-70
Revised definition, distinguishing characteristics and minimum qualifications: 3-13-81
Revised minimum qualifications: 9-11-87