

## Specification for Class of

## RESEARCH ANALYST 3

**Abolished Effective July 1, 2007**

Definition: Outlines, organizes and conducts research, data and/or statistical analysis work, may supervise or lead a support staff of one or more persons on a periodic or regular basis; or regularly supervises two or more professional level personnel in the ongoing processing of research, or complex statistical or data reporting activities.

Distinguishing Characteristics: This is independent and responsible research and/or analytical work involving the determination of the area requiring analysis or study, the method of analysis or study, and the preparation of respective reports. Work involves sophisticated analysis which may be in a specialized field.

Positions outline, organize and execute non-routine technical data or statistical analysis. Design, develop and evaluate alternate methods of data collection procedures, sample selection and statistical requirements. Identify problem areas, draw conclusions and recommend solutions. Some positions include extensive responsibilities in the areas of programming and designing automated systems.

Positions in this class have responsibility for assigned phases or segments of a project or program.

Positions in a supervisory role over professional staff function as working supervisors. For periodic or nonworking supervisors, or supervisors over technical or clerical personnel the emphasis is on the analysis of new or ongoing programs including major responsibility for a segment of a project or preparation of sophisticated reports.

Direction received is both technical and administrative in nature and is received from a Research Analyst 4 or higher (who has final authority and responsibility for project study results).

The work of this class may involve contact with professional and technical personnel in both government and nongovernment organizations and for the purpose of obtaining and exchanging information, ideas and recommendations, and may occasionally participate in joint research projects with such groups.

Typical Work

May determine need for research studies; develops, organizes, and directs research or statistical projects;

Supervises the collection and analysis of data and preparation of periodic or special statistical and narrative reports;

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Coordinates projects with data processing and other groups;  
Designs reporting systems, prepares instructions, develops training plans and checks reporting procedures for uniformity;

Writes or edits narrative of, and organizes and collects statistical data for special or annual reports;

Develops techniques for and prepares estimates and forecasts relating to a department activity;

Supervises, administers and/or participates in research studies pertinent to development programs; provides research services to operating activities;

Performs other work as required.

### Knowledge and Abilities

Knowledge of: research methods; statistical theory and techniques; current project theory, principles and problems; English grammar, punctuation, and vocabulary.

Ability to: develop, organize, and direct difficult research and statistical projects; analyze and interpret complex data; write clearly and concisely; supervise and coordinate the work of others; deal practically and effectively with others in a staff relationship; organize and prepare professional reports.

### Minimum Qualifications

A Bachelor's degree, including three college-level courses in statistics, or two college-level courses in statistics, and one technical course in computer programming and three years of professional work in research and/or statistical analysis.

### OR

Eighteen months as a Research Analyst 2 supplemented by successful completion of three college-level courses in statistics, or two college-level courses in statistics and one technical course in computer programming.

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 three college-level courses in statistics, and one college-level course each in mathematics or computer programming (technical level), and English composition.

Graduate training in an appropriate discipline may be substituted, year for year, for experience.

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

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New class: 7-13-70

Revised definition, minimum qualifications, and distinguishing characteristics, title change (formerly Research Analyst 4) code change (formerly 0416): 3-13-81

Revised distinguishing characteristics and minimum qualifications:  
7-14-89