

Specification for Class of

RESEARCH ANALYST 2

**Abolished Effective July 1, 2007**

Definition: Performs fully qualified professional research, statistical or data analysis work.

Distinguishing Characteristics: Positions work under limited supervision in established programs or follow established procedures in a research setting. In either case, positions perform assigned phases of research and/or data analysis including: identifying necessary sources of information, developing criteria for data collection and analysis, selecting basic statistical techniques for application, drawing conclusions for recommendations to higher level staff, developing preliminary findings and proposing recommended action based upon study findings (subject to final approval from the supervisor).

For ongoing or well-defined statistical reporting and research activities, positions have responsibility for analysis and interpretation of results. In a data gathering activity, positions evaluate data for accuracy and completeness, resolve discrepancies and recommend changes in report procedures.

Positions typically work under direction of higher level analyst or supervisor and may lead or supervise employees of lower classifications.

Positions may be responsible for accessing data from computer files and writing or using computer programs to generate reports (not on a regular basis).

This class is distinguished from the 3-level by the absence of supervisory responsibility for a professional-level staff; or the absence of planning and developmental responsibilities for research, statistical or data analysis studies.

This class is distinguished from the 1-level in that incumbents work under limited supervision and assume considerable responsibility for their delegated duties and have acquired a higher level of statistical skills (and computer skills where applicable).

Typical Work

Participates in studies of major scope; conducts and assists in planning major research or statistical projects; establishes

criteria, selects samples according to guidelines, and determines procedures for editing, coding, summarizing, tabulating and analyzing data; develops new methods for estimating data;

Computes measures of central tendency and dispersion, correlations, significances of differences, confidence limits, trends and indexes of seasonal variation;

Compiles technical information from various sources and writes analyses, summaries, histories, and briefs;

Prepares and conducts economic feasibility, market research and product development studies resulting in reports and recommendations concerning legal, social economic issues relating to a minority business enterprise program;

Assists in the design of complex reporting systems; checks reporting procedures of local offices to ensure uniformity; prepares instructions and trains employees in conduct of surveys and preparation of reports;

Analyzes and determines feasibility of complying with requests for information from press and representatives of business and government; addresses community groups;

May supervise employees engaged in gathering data, and analyzing and preparing periodic or special reports;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: research methods; statistical techniques; sources of study information; English grammar, punctuation and vocabulary.

Ability to: carry out assigned phases of difficult research projects; analyze and interpret complex data; write clearly and concisely; assist other employees.

#### Minimum Qualifications

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

OR

Eighteen months as a Research Analyst 1 supplemented by successful completion of two college-level courses in statistics, or one

college-level course 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 two 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.

New class: 7-13-70

Revised definition, distinguishing characteristics and minimum qualifications; class code change (formerly 0410): 3-13-81

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