

RESEARCH ANALYST (RESEARCH TASK FORCE)

GENERAL STATEMENT OF DUTIES: Secures and provides operating and management officials with the factual and evaluative material and advice needed for the effective direction of service delivery program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for various activities concerned with the conduction of research studies. The work involves the analysis, interpretation and reporting of current and/or proposed operating programs, as well as policies and legislation related to such programs, for the purpose of evaluating actual and potential effectiveness in achieving objectives. The Program Research Analyst applies statistical techniques and data analysis in order to develop or modify program objectives and operations requiring a knowledge of research methodology and program operations. Supervision is exercised over a small number of clerical staff and consultative supervision is exercised over administrative program personnel.

EXAMPLES OF WORK: (Illustrative Only)

Determines the kind of information required for a research project, and the data sources and collection methods to be used;

Develops and issues definitions and instructions for data collection to be used by program staff;

Prepares operating schedules for programs or services to insure a smooth operation, the effective utilization of staff, and the targeting of appropriate population segments;

Collects data using program or departmental statistics and records, on-site investigations, discussions with operating personnel, and other material and sources;

Conducts evaluative analysis of a variety of program areas including policy, procedure, objectives, cost effectiveness, staff utilization, etc.;

Monitors and measures the progress toward program goals and determines the soundness of program objectives;

Identifies new program needs considering overall departmental goals, community or population needs, and other relevant conditions and trends;

Develops and recommends program objectives for new proposed programs;

Develops and recommends changes in program objectives, policies and procedures to improve program effectiveness;

Prepares forecasts of factors directly related to or affecting program operations for use in program planning activities;

Presents results of studies or investigations to management and operating officials, covering conclusions and recommendations based on the analysis and evaluation;

EXAMPLES OF WORK: (Illustrative Only)

Provides advice and consultation to program and department administrators, managers and others on such matters as the improvement of program effectiveness, the interpretation of study findings relevant to the program, and implications of policy or legislative changes on affected programs;

Coordinates with EDP personnel the automation of data collection and processing;

Prepares or supplies necessary information for mandated reports or other requests for information;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of conducting research utilizing statistical and costing methods; good knowledge of the principles of public administration; good knowledge of data collection techniques; good knowledge of the principles and techniques of effective supervision; familiarity with modern electronic data processing techniques and the capability of data processing equipment; familiarity with the subject departmental program operations, goals and objectives and procedures governing the operation of the subject department and its programs; ability to design effective questionnaires, reporting procedures, and statistical tables; ability to convey specific factual and analytical information in both oral and written reports; ability to organize and analyze data; ability to establish and maintain effective working relations with lay and professional associates; ability to plan and carry out program studies; initiative; creativity; resourcefulness; good judgement; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree*, and either (a) four years experience in the field of planning, evaluating and research, or in economic and social research; or (b) a Master's Degree* may be substituted on a year for year basis for the above stated experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.