

## RESEARCH ANALYST (STATISTICAL ASSESSMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class uses statistical software programs to develop comprehensive statistical analyses models and reports to measure the effectiveness of departmental policies, programs and/or services. Work includes the collection, analysis, evaluation, interpretation, and reporting of data, as well as the preparation of detailed reports and recommendations to assist management in evaluating and implementing departmental operations, goals, objectives and performance. Recommendations will also assist management in the development of short and long range planning efforts. Supervision is not a responsibility of this class; however incumbents may act as project leader over assigned team members. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Determines the nature of information required and conducts multivariate statistical analysis by using software programs such as SPSS (Statistical Package for the Social Sciences) and SAS (Sequence Annotated by Structure) to extract vital and relevant information pertaining to program and/or service objectives;

Analyzes and evaluates statistical data to assist in evaluating program and/or service efficacy and performance, and to assist in short and long range planning efforts;

Identifies service outcomes and trends, as well as potential problem areas; prepares detailed reports and recommendations on same;

Identifies new program and/or service elements based on overall departmental goals and objectives;

Works with existing databases containing transactions and records of operations; corrects edits and formats to further statistical analysis;

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

Designs appropriate methods and surveys to determine what program elements will be measured to determine program effectiveness;

Monitors and reviews changes in reporting requirements to assess the impact on operational procedures;

Establishes methods and timetables for the reporting of data, and designs data reporting forms to ensure consistency;

Presents results of studies to management and operating officials, explaining conclusions and recommendations based on the analyses and evaluations made;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Provides advice and consultation to program and departmental 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;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theories, principles and methods used in conducting applied, multivariate statistical analysis; good knowledge of research methodologies and standards; good knowledge of data collection techniques; familiarity with public policy and administration; ability to effectively gather and collect statistical data, identify data trends and draw logical conclusions; ability to coordinate the work of others; ability to design statistical tables, produce graphs and charts, and interpret reporting procedures; ability to establish and maintain effective working relationships; ability to read, write, speak, communicate and understand in English sufficiently to perform the essential duties of the position; ability to prioritize projects and meet deadlines; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; thoroughness; accuracy; resourcefulness; initiative; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four years of experience where the primary function of the position was the performance of multivariate statistical analyses using statistical tools such as SPSS or SAS.

SUBSTITUTION: Satisfactory completion of 30 credits\* of post graduate education in Statistics, Mathematics or a closely related field may be substituted on a year for year basis for up to two years of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.