DATA ANALYST 1

Nature of Work
Under general supervision, performs complex, full-performance level work in the collection, compilation and analysis of data obtained from research studies, source documents and surveys. Prepares a work strategy to obtain desired information and chooses sources. May employ mathematical formulae and refined analyses to emphasize important aspects or implications of each study. Initially, work is monitored by a supervisor and becomes more independent as proficiency increases. If employed by Employment Security's Labor and Economic Research Unit the employee may be required to travel in-state to test specific labor market areas. Performs related work as required.

Distinguishing Characteristics
This is basic research and data compilation work. After an employee becomes familiar with the various sources of information and with the data system and the types of programs it can run, the employee collects and analyzes a variety of data. The employee answers requests for data from internal and external sources, and compiles information for in-house publications which will be reviewed prior to publication. It is distinguished from the next level by the lack of time-sensitive assignments and special projects such as data for immediate publication in trade or industry journals or governors release to the mass media, and the lack of responsibility for the accuracy of others' work. If employed by Employment Security the employee is required to develop a high degree of skill in estimating employment trends in the state. Positions in this class also assist other units/local offices in the analysis and resolution of data problems relating to automated reporting systems.

Examples of Work
  Maintains files and records of data collected, compiled and
    analyzed.
  Collects, compiles and analyzes data resulting from division
    programs, studies, and surveys.
  Evaluates the information obtained and presents it through a
    variety of analytical techniques.
  Writes memoranda, correspondence and reports.
  Confers with supervisor concerning unique work procedures or
    problem areas.
  Devises data collection procedures, data analysis plans and
    methods for dissemination of information.
  Provides technical expertise to program personnel involved in
    evaluation efforts.

DATA ANALYST 1 (CONT'D)

Examples of Work (cont'd)
Learns to design and implement research studies and surveys;
    may proofread or typeset data for publication.
  Analyzes automated reporting systems; write recommendations
    for system modifications; assist programmers in system
    modifications.
  Assists unit/local office personnel in writing data processing
    requests.
  May draft revisions to instruction manuals for such systems.

Knowledge, Skills and Abilities
  Knowledge of statistics and basic statistical techniques.
  Knowledge of the application of mathematical formulae and of
    research techniques.
  Knowledge of data collection, compilation, and analysis
    procedures and techniques.
  Knowledge of the principles and techniques of economic research
    and employment conditions throughout the state.
  Ability to analyze data, determine its value, make
    observations and applications, and draw conclusions and
    prepare summaries from the data.
  Ability to apply or develop formulae for various statistical
    data to illustrate existing mathematical relationships.
  Ability to design and implement research studies and surveys.
  Ability to establish and maintain effective work relationships.

Minimum Qualifications
  TRAINING: Graduation from an accredited four-year college or
    university including a course in methods of research and/or
    statistics or mathematics.
  SUBSTITUTION: Qualifying full-time or equivalent part-time
    paid experience in research and data compilation may be
    substituted for the required training on a year-for-year
    basis.

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