

DATA ANALYST 2**Nature of Work**

Under limited supervision, performs full-performance 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. Employs mathematical formulae and refined analyses to emphasize important aspects or implications of each study. Work is reviewed by a supervisor prior to publication or being released to the press, federal agencies, or agency management. 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 a more independent and responsible position which has gained a familiarity with the various information sources enabling the employee to answer time-sensitive requests for data from the Governor's office, the Legislature, Federal Department of Labor or the media with accuracy. The employee is typically a lead worker who has developed the ability to locate and manipulate data quickly and accurately from a wide variety of source documents, or a specialist assigned on-going work requiring detailed knowledge of all aspects of a specific reporting system, program or research area. If employed by Employment Security, the employee must be skilled in estimating employment trends in the state. May also perform in a lead capacity in the analysis and resolution of data problems relating to automated reporting systems.

Examples of Work

Locates, verifies, and analyzes data gathered for immediate publication, press releases, or use by the Governor's office, the Legislature, Federal Department of Labor or other state agencies.

Designs and implements research studies and surveys used to gather information.

Evaluates and analyzes the information obtained from the research projects.

Makes recommendations to managers and other agency officials to carry out goals and objectives of the agency.

Writes memoranda, correspondence and detailed reports.

Confers with subordinates concerning unique work procedures or problem areas.

Revises on-line data entry and display systems.

Analyzes automated reporting systems; writes recommendations for system modifications; assists programmers in system modifications.

Answers inquiries from unit/local offices regarding reporting procedures and/or problem resolutions on automated systems.

Assists unit/local office personnel in writing data processing

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requests.
May draft revisions to instruction manuals and train staff on use of automated reporting systems.
Develops estimates of employment trends from basic data.
Devises data collection procedures, data analysis plans and methods for dissemination of information.
Provides technical expertise to program personnel involved in evaluation efforts.
Coordinates the work of the unit with federal and state agencies or local interest groups and committees.
May maintain files and records of data collected, compiled and analyzed.
May oversee normal operations of the unit in the supervisor's absence.
Travels to specific labor market areas to gain immediate knowledge of economic and labor market conditions.

Knowledge, Skills and Abilities

Knowledge of state and federal laws, rules and regulations which apply to the area of assignment.
Knowledge of statistics and 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.
Knowledge of automated reporting systems related to the area of assignment.
Ability to organize and direct personnel in the technical phases of research.
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.
Ability to analyze and resolve reporting problems for automated reporting systems.

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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: Additional qualifying experience in research and data compilation may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience in research, statistical, or other analysis in the area of assignment or a related area.

SUBSTITUTION: A Master's Degree in business administration, public administration, mathematics, statistics, operations research or related curricula may be substituted for the required experience.

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