

RESEARCH ANALYST (AGING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for researching, analyzing, interpreting and reporting 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 incumbent provides advice and consultation to management and administrative personnel for the expansion of resources available for elderly services. This class is distinguished from that of the Management Analyst series by the different approach and knowledge used in that Management Analysts utilize the establishment of appropriate organizational structures and effective work methods and procedures requiring knowledge in management theory and principle, whereas, Research Analysts apply 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 not a typical responsibility of the incumbent in this class.

EXAMPLES OF WORK: (Illustrative Only)

Determines information required for research projects, data sources and collection methods to be used;

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

Selects the appropriate methods in validating, analyzing and evaluating data considering the character and sources of data and the statistical tools to be used;

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

Collects data using center 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;

Identifies actual or potential problem areas, trends, program accomplishments and related factors;

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

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

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

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

EXAMPLES OF WORK: (Illustrative Only)

Presents results of studies or investigations to management and operating officials, providing conclusions and recommendations based on the resulting analyses and evaluations;

Provides advice and consultation to program and departmental administrators, managers and others on program effectiveness, the interpretation of study findings relevant to the program, implications of policy or legislative changes on affected programs and the most effective alternatives to benefit programs;

Coordinates the automation of data collection and processing with Information Technology personnel;

Prepares and provides data and information for mandated reports or other requests for information;

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

Attends meetings, conferences and seminars as required;

May perform other incidental tasks, as needed.

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; familiarity with modern electronic data processing techniques and the capability of data processing equipment; familiarity with departmental program operations, goals, and objectives; familiarity with appropriate laws, rules, regulations and procedures governing the operation of the subject department and its programs; ability to read, write speak, understand and communicate in English sufficiently to perform the essential tasks of the position; 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; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database; ability to make formal presentations using presentation software such as Powerpoint; initiative; creativity; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years experience in the field of planning, planning research or in economic and social research.

SUBSTITUTION: A Master's Degree* may be substituted for the above experience at the rate of 30 credits* per year.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualification will be considered in evaluating experience.

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Job Class Code: C2193
Job Group: XII