



City of Austin - JOB DESCRIPTION



Research Analyst Senior

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	17860	Salary Grade:	VB9
Approved:	May 26, 1999	Last Revised:	August 31, 2012

Purpose:

The purpose of this position is to design research instrumentation and methodology, make recommendations based on statistical data and present information for specific projects

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Determines issues and identifies parameters for gathering information for a specific project.
2. Plans, designs, and tests research instrumentation and evaluate data to assess reliability and validity of data.
3. Conducts research studies using questionnaires, surveys, interviews, observation methods, case readings.
4. Analyzes trends, policies, procedures using statistical data.
5. Designs methodology for tracking data using various software programs.
6. Authors, edits technical reports using details to support research findings.
7. Consults, makes presentations and makes recommendations using statistical data.
8. Coordinates issues with management and other targeted audiences, serves on committees working with specific research projects.
9. Exchanges results of research data with other departments, agencies or specific technical groups.
10. Reviews legislation, regulations, and policies to determine impact of research results.
11. Formulates strategy for managing issues using statistical data.

Responsibilities - Supervisor and/or Leadership Exercised:

May lead other employees.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of statistical methodology.

Knowledge of city practice, policy and procedures.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in the use of computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to assess information and summarize findings.

Ability to establish database to maintain or track data.

Ability to conduct presentations.

Ability to author technical documents.

Ability to identify variables and utilizing various resources to gather data.

Ability to work with frequent interruptions and changes in priorities.

Ability to lead others.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Business Administration, Public Administration, Social Sciences or related field, to include six (6) semester hours involving or related to statistics and two (2) years of experience in a research field. Or

Master's Degree in Business Administration, Public Administration, Social Sciences or related field and one (1) year of experience.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.