

*Code: 5353*

*Title: RESEARCH ANALYST*

**SUMMARY:** Performs analytical work assembling and analyzing program data.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Collects, computes and analyzes data and designs forms for data collection;  
Develops research designs, analytical data collection procedures, coding structures and data analysis techniques for evaluation;  
Maintains liaison with outside consultants conducting program evaluations and special studies;  
Assists in program cost analysis;  
Writes computer programs to analyze and maintain large data bases;  
Participates in the preparation of monthly and special research reports;  
Makes recommendations and assists in modifying program operation;  
Conducts additional studies to determine reactions to program activities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- social science research methods, data collection and analysis;
- principles of social sciences;
- techniques and principles of systems analysis;
- basic principles and applications of statistics.

Skill in:

- analyzing and evaluating data;
- formulating and designing methods of processing data;
- communicating effectively.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in one of the social sciences and two years of experience involving evaluation, descriptive research, or statistical work or a closely related field as defined by the appointing authority.

(Additional relevant experience and/or from an accredited college or university in education may be substituted)

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require possession of a valid Arizona drivers license with appropriate endorsement(s), as defined by the appointing authority. Failure to obtain/maintain the required licensure shall be grounds for termination.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78

Updated 05/15/09<sub>(gs)</sub>