

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76814
Job Class Code:	710	Salary Schedule:	AREG
EEO Category:	01	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	10/11/73	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Statistics, Statistical Research and Economics Series

JOB CODE TITLE: RESEARCH AND STATISTICAL ANALYST CHIEF

HRIS TITLE: RESEARCH & STAT ANALYST CHF

CHARACTERISTICS OF THE CLASS: Under administrative direction, is responsible for the administration and coordination through section and unit supervisors of the research and/or statistical analysis program of a major State agency; and performs related work as required.

EXAMPLES OF DUTIES: Directs statewide programs of research and statistical analysis; develops operating policies and procedures; establishes program goals and objectives and monitors the progress of major research projects; evaluates the performance of subordinate supervisory personnel; cooperates with other agencies and organizations engaged in the compilation, analysis and reporting of research data; directs the preparation of various reports and statistical projections; prepares the bureau budget; directs the preparation of a variety of administrative reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: research and statistical analysis methods and practices; trends and resources in the area of assignment; Federal reporting requirements in the area of assignment.

Ability to: effectively manage and evaluate the work of a large number of professional and technical personnel; establish and maintain good working relationships with State and Federal officials and community representatives.

Skill in: oral and written communication.