

RESEARCH ANALYST

DEFINITION

Under direction, performs the full range of analytical and professional planning and qualitative and quantitative research tasks; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Research Analyst series. Incumbents conduct research and plan projects that provide the Judicial Council, and trial and appellate courts with information to enhance court administration and judicial branch policy decisions. This class is distinguished from Senior Research Analyst in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Conducts qualitative and quantitative research and planning activities on a variety of topics related to judicial branch management; uses statistical methods to sample, evaluate, and analyze data.
- Assesses the information needs of various units of the judicial branch.
- Develops sampling and analysis plans, data collection methodologies, forms, and data dictionaries for data collection projects.
- Designs and manages specified databases; establishes data quality control practices and procedures.
- Analyzes, summarizes, and presents qualitative and quantitative data using various software applications.
- Drafts reports, summaries, press releases, and newsletter articles on research and planning projects and gives oral presentations to various audiences.
- Provides training for court staff in data collection requirements.
- Responds to questions and provides information and statistical data to management, staff, other governmental agencies, and the public.
- Writes requests for proposals; evaluates proposals from contractors; assigns and monitors contractors' work.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of qualitative and quantitative research, including statistics and statistical analysis.
- Research design methods and analysis plan development.
- Principles and techniques of database management.
- The use of specified statistical applications (e.g., SAS, SPSS) for the design and management of databases, generation of routine reports, and development of special reports as required.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Assess information needs and propose appropriate data collection and analysis methodologies.
- Design data collection plans, manage databases, and clearly present data.
- Develop sampling plans, analysis plans, data collections, and databases.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing and statistical applications.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and statistical applications.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in statistics, mathematics, social science, or public or business administration with a concentration in research methods, and three years of professional analytical experience in conducting research and planning projects. Experience in a field related to the work may be substituted for the education on a year-for-year basis. Possession of a postgraduate degree in an appropriate field may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in professional planning and research.