

**SENIOR RESEARCH ANALYST**

**DEFINITION**

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized planning and research work; performs related work as assigned.

**CLASS CHARACTERISTICS**

This is the lead and/or specialist level in the Research Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. Incumbents plan, conduct, and coordinate complex research and planning projects that provide the Judicial Council, and trial and appellate courts with quantitative information to assist in the enhancement of court administration and judicial branch policy decisions. This class is distinguished from Supervising Research Analyst in that the latter is responsible for supervising research staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

**EXAMPLES OF DUTIES** (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Plans, manages, and conducts complex qualitative and quantitative research and planning activities on a variety of topics related to judicial branch management.
- Assesses the information needs of various units of the judicial branch and develops analysis plans.
- Coordinates the development of sampling and analysis plans, data collection methodologies, forms, and data dictionaries for complex data collection projects.
- Oversees the design and management of specified databases.
- Analyzes, summarizes, and presents complex qualitative and quantitative data using various software applications.
- Writes reports, summaries, press releases, and newsletter articles on research and planning projects and gives oral presentations to various audiences.

- Establishes data collection requirements and provides training for court staff.
- Responds to questions and provides available 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:**

- Basic supervisory principles and practices.
- 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:**

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Assess information needs and propose appropriate data collection and analysis methodologies.
- Design data collections, manage databases, and clearly present data.
- Develop sampling plans, analysis plans, data collection plans, and databases.
- 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, including one year of lead experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

One year as a Research Analyst with the judicial branch.