

## **SUPERVISING RESEARCH ANALYST**

### **DEFINITION**

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in planning and analytical research; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory-level class in the Research Analyst series. Incumbents are 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. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

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

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Supervises staff engaged in the planning and conducting of complex qualitative and quantitative research on a variety of topics related to judicial branch management.
- Develops, reviews, approves, and monitors program budgets.
- Directs the development of sampling and analysis plans, data collection methodologies, forms, and data dictionaries for complex data collection projects.
- Supervises the establishment of data collection requirements and provides training for court staff.
- Oversees the technical aspects of database management and data analysis.
- Writes reports, summaries, press releases, and newsletter articles on research and planning projects and gives oral presentations to various audiences.
- Responds to questions and provides available information/data to management, staff, other governmental agencies, and the public.
- Reviews and recommends action on requests for proposals, contractor proposals, and contractor performance.

## **WORKING CONDITIONS**

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

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- 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 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, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most effective and efficient manner.
- Supervise and direct the work associated with complex research and planning projects.
- Compile, analyze, and summarize information and data.
- 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 four years of professional analytical research and planning, including a minimum of one year of supervisory 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 four years of required experience.

OR

One year as a Senior Research Analyst or two years as a Research Analyst with the judicial branch.