

RESEARCH ANALYST (Statistician)

GENERAL STATEMENT OF DUTIES: Plans and directs the development, implementation and evaluation of major and complex research and statistical projects; writes grants; and, performs other duties as required. The position is located in Ada County Juvenile Court Services Department.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position that requires an understanding of social science research and its application to all aspects of Juvenile Court Services and related programs. The incumbent works with all units within the Department and provides expertise regarding all aspects of data base development, data gathering and analysis. Additionally, the incumbent will be the department's primary grant writer.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans and conducts research projects and coordinates staff for the development, implementation and evaluation of a major and complex research and analysis program;

Responsible for all research development within the Department;

Researches and selects information systems and sources to be used for studies;

Identifies appropriate areas of research based on needs assessments or direction from management;

Establishes methods and procedures to assure quality of collected data, to include data collection models, sampling techniques and control mechanisms;

Establishes parameters for design of databases, confers with information technology staff and approves implementation;

Writes documentation to define reporting fields; writes mainframe and/or PC application programs to aid in data analysis;

Consults with officials of state and federal agencies and private entities to coordinate development and design of research projects;

May supervise professional and support staff;

Analyzes data and develops reports of findings;

Identifies erroneous or questionable data and contacts or directs staff to contact providers to verify information and correct misinformation;

Reviews and updates data ensuring output is consistent with studies;

Analyzes data and interprets trends and results of studies and develops conclusions;

Compiles and disseminates research results in formats appropriate to various users, and makes oral presentations of findings;

Makes recommendations and/or performs follow up studies of problem areas; and, Researches and writes grants to benefit the Department.

GENERAL INFORMATION: The Research Analyst reports directly to the Director of Juvenile Court Services. The incumbent identifies areas of research and makes recommendations to management and independently plans and conducts major and complex on-going research projects. The incumbent plans and designs research methodology, establishes procedures to assure the quality of data and approves the results of research projects.

This is an "At-Will" position and is therefore excluded from the Ada County classified personnel system.

MINIMUM QUALIFICATIONS: Any combination of education, training and/or experience, which demonstrates competence in each of the following:

Considerable knowledge of: modeling and trend analysis and simulation techniques.

Some knowledge of: strategic planning concepts and practices.

Ability to: plan, develop, and implement complex research and statistical projects and present results in orally and in writing; use and interpret output of a statistical analysis software packages.

Other: Incumbent must possess a bachelor's degree in statistics, research analysis or related field.

****PLEASE NOTE:** Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Adopted: 2/5/04 T. Johnson

Revised: 4/7/04: T. Johnson