

Code: 2921
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Senior Research Analyst**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs research functions at the fully functional level, designing and conducting research studies to gather data for use in evaluating departmental programs and operations; and performs related duties as required.

ESSENTIAL DUTIES: Works with management in defining the goals and objectives of research studies and designing methods and procedures for collection and analysis of data including the use of sampling; designs questionnaires and creates complex computerized databases for the collection and evaluation of data; evaluates programs and work operations and identifies gaps in program services; researches publications, Internet sources and internal databases for information on specific areas of study; analyzes and interprets collected data, using statistical methods and techniques and database queries; prepares narrative and statistical reports on research findings including tables and charts to illustrate statistical data; writes proposals and prepares grant applications to obtain funds for new or expanded departmental programs; acts as a liaison with private organizations and governmental agencies to exchange and share research data.

RELATED DUTIES: Uses statistical and other software packages to access data maintained on various databases and generates reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Master's degree in Statistics, Urban Studies, the Social Sciences or a related field supplemented by two years of progressively responsible experience in research, or an equivalent combination of training and experience provided that the minimum degree requirement is met.

Knowledge, Abilities and Skill. Good knowledge of research practices and methodology. Good knowledge of departmental programs, services and operations. Good knowledge of statistical analysis methods and techniques. Good knowledge of database software used in research.

Code: 2921
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Senior Research Analyst** (Cont'd)

Ability to analyze and interpret statistical research data. Ability

to design and conduct research studies. Ability to prepare narrative and statistical reports on research findings. Ability to operate a personal computer and use applicable software packages.

Skill in the application of research practices and methodology. Good analytical skills. Good organization skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel