

DATA ANALYSIS SPECIALIST

Basic Purpose:

Positions in this job analyze and report statistical information and provide consultation for research projects.

Typical Functions:

- Gathers data and conducts appropriate statistical analyses.
- Prepares interpretations of statistical information and makes recommendations for improved management and program planning decisions.
- Designs questionnaires and other data collection methods to support the collection of statistics used for management decisions by the department.
- Prepares and submits grant applications for statistical reporting purposes.
- Designs and conducts program evaluation studies including criteria and standards; reports results to program administrators.

Knowledge, Skills, and Abilities:

Knowledge of research methodology and techniques; of the principles of the graphical presentation of data; and of the principles and application of statistical analysis. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and present complex material in a clear and concise manner; and to coordinate resources to complete projects.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in a social science, business or public administration and two (2) years experience in the analysis and presentation of statistical information.

Preferred Qualifications: Master's degree and two (2) years experience in the analysis and presentation of statistical information.