CLASS TITLE: **Chief Research Analyst**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class directs and coordinates the design and conduct of research studies for use in evaluating departmental programs and operations; and performs related duties as required.

ESSENTIAL DUTIES: Plans and directs research projects designed to analyze the effectiveness of programs and operations or to identify gaps in program services; defines the objectives and goals of research studies and establishes methods and procedures for the collection and analysis of data; oversees staff engaged in conducting research including publications, Internet sources and internal databases and the analysis and interpretation of data using statistical methods and techniques; designs and assists staff in the design and maintenance of computerized databases for use in the collection and evaluation of data; provides direction to staff in the analysis and interpretation of data and the preparation of tables, charts and graphs to illustrate data; monitors the progress of research studies to ensure stated objectives and time lines are met; prepares and directs the preparation of comprehensive and detailed narrative and statistical reports on research findings; formulates and presents recommendations based on research findings for changes in programs or operations or to aid in policy decisions; writes proposals and prepares grant applications to obtain funds for new or expanded programs; prepares progress reports on research studies for management review.

RELATED DUTIES: Uses statistical and other software packages to access data maintained on various databases and generate reports; participates with other city departments, public and private agencies on major research studies.

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 four years of progressively responsible experience in research, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

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

Knowledge, Abilities and Skill. Considerable knowledge of research

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

Ability to plan and implement research projects. Ability to oversee staff conducting research studies. Ability to prepare narrative and statistical reports on research findings. Ability to operate a personal computer and use applicable software packages.

Considerable skill in the application of research practices and methodology. Considerable skill in the design of research collection methods. Good analytical skills. Good organization skills. Excellent oral and written communication skills.

<u>Working Conditions</u>. General office environment.

<u>Equipment</u>. 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