

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 02/06/2006

RESEARCH ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve research and analysis on a variety of subject areas. The responsibilities include the collection of data to aid the County Executive, Legislators or a department head in making administrative decisions. The incumbent exercises independent judgment in the application of research principles and techniques to specific studies, requiring the gathering and interpretation of data and the preparation of reports, including recommendations for change or improvement in existing procedures. The work is performed under general supervision of a Senior Research Analyst or the department head, with leeway allowed for exercise of independent judgment in carrying out details of the work. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts research, gathers information and interprets data to provide information to County Executive, Legislators or a department head for decisions to be made in administrative matters;
- Conducts special project studies at the request of Legislators, County Executive or department head;
- Confers with department heads, Legislators or other County officials to secure data for project studies;
- Studies County Charter, federal, state and local laws, ordinances, resolutions, policy statements, activity charts, statements of responsibilities and working relationship of various agencies, departments and units to determine effectiveness of programs and administrative operation;
- Provides liaison between members of the Board of Legislature and various department units to secure information relative to pending legislative matters;
- Analyzes legislation, policies, procedures and related activities of various agencies, departments and units to evaluate effectiveness of services and makes recommendations;
- Prepares correspondence and comprehensive reports;
- Makes recommendations based on research analysis to Legislators, County Executive or department head;
- Assists in the presentation and explanation of reports and other research data to County officials, civic groups and other interested bodies;
- May prepare news releases, set up press conferences and conduct press briefings for department head, Legislators or County Executive.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern principles and practices of conducting administrative and organizational research; working knowledge of the functions and structure of local government; ability to research and make recommendations for the solution of complex administrative and management problems; ability to acquire and analyze detailed information on governmental activities or municipal services, ability to develop or modify administrative procedures; ability to secure and develop cooperative relationships with legislators, agency heads, department personnel and the public; ability to prepare records and reports, ability to present oral and written comments clearly and concisely.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration, Political Science, Economics or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Business Administration, Public Administration, Political Science, Economics or a closely related field **AND** one (1) year of experience in the research and analysis of administrative methods and procedures.

NOTE: Verifiable part-time and/or volunteer experience as defined in (B) will be prorated to meet full-time requirements.

Adopted: 12/18/1979
Revised: 01/13/1997, 02/06/2006

Title in promotional series: Research Analyst, Senior Research Analyst