

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104000
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Research & Reporting Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005988	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Researcher 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: Executive	Bargaining Unit 14 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Reviews & analyzes problems & develops appropriate research tools & methods of data collection & designs research projects for Minority Business Enterprise (MBE), Encouraging Diversity, Growth & Equity (EDGE) program unit: coordinates research for evaluation of division's programs; analyzes local demographic & economic data using regression analysis; interprets statistical importance of data by converting results to easily understood reports & graphs for distribution to other agencies, commissions, & boards, as well as legislators.	Knowledge of (1) DAS/EOD laws, regulations & procedures*; (2) mathematics; (3) data analysis; (4) business structures & types; (5) government structure & process*; (6) employee training & development; (7) public relations; (8) interviewing; (9) EEO laws & regulations, (10) project management. Skill in (11) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Project, Outlook & SAS). Ability to (12) obtain & maintain valid driver's license & operate motor vehicle; (13) define problems, collect data, establish facts & draw technical conclusions; (14) calculate fractions, decimals & percentages; (15) handle sensitive inquiries from state agency representatives, business owners & general public; (16) compose statistical reports; (17) gather, collate & classify information about data, people & things; (18) prepare meaningful, concise, & accurate reports; (19) work independently; (20) use proper research methods in gathering data; (21) deal with many variables & determine specific action.
		*developed after employment

Apd 2.25.15 (cc)

JOB CODE 66922	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/25/15
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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Develops & maintains EOD databases & spreadsheets: using SQL codes, develops & maintains EOD application databases (e.g., update, extract, query, & manipulate data from relational databases); writes SQL code, & uses relational database design as assigned; performs internal & external audits of data which may require travel; works with all agencies in correcting data entry errors; extracts data from database; manipulates data in Microsoft Access or Excel to create numerous weekly, monthly, quarterly & annual reports; develops new electronic spreadsheets using Microsoft Excel for use by management as requested; maintains & updates current electronic spreadsheets used to evaluate programs; provides presentations using Microsoft Word & Power-Point; creates & provides timely turnaround of reports for internal & customer agencies; prepares comprehensive written reports summarizing findings & recommendations; compiles program evaluation information & prepares statistical reports for distribution within EOD; conducts interviews; prepares & records statistics for review & evaluation; attends meetings concerning research activities.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8, 9 (22) relational database design and modeling; (23) manipulating data in relational database Skill in 11, (24) using SQL computer programming language; (25) using relational databases (i.e., Oracle, MS SQL, Access) & Cognos reporting; Ability to 12, 13, 14, 15, 16, 17, 18, 19, 21, (26) maintain accurate records; (27) understand manuals and verbal instructions technical in nature; (28) recognize unusual system/data conditions and take appropriate action; (29) obtain & maintain valid driver's license.
20	Serves in informational &/or advisory capacity with persons in agency, from other state & local agencies, business community &/or general public: develops & conducts training classes for user on how to enter data & use EOD generated forms as a management tool; develops manuals & training materials pertaining to EOD forms, database systems; performs other job-related duties as required.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 11 Ability to 12, 13, 14, 15, 17, 18, 20, 21, (30) train others in technical subjects; (31) write manuals & training materials.

Apr 2.25.15 @

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