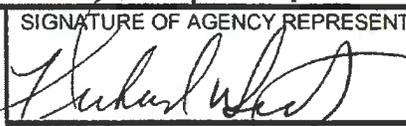


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS104300
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Minority Business Enterprise / Encouraging Diversity, Growth and Equity	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20078692	<input type="checkbox"/> Reclassification <input checked="" 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
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
JOB CODE Researcher 2	55	Reviews & analyzes problems & develops appropriate research tools & methods of data collection & designs research projects for Minority Business Enterprise (MBE) &/or Encouraging Diversity, Growth & Equity (EDGE) program: 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; computes mathematical functions such as adjusting budgets or spending levels for CPI (Consumer Price Index) for realistic comparisons.	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 Office Suite: Word, Excel, Access, Project, & 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.
	25	Collects, organizes, analyzes, & maintains data & records; prepares comprehensive written reports summarizing findings & recommendations; develops electronic spreadsheets using Microsoft Excel for use by management; maintains & updates current electronic spreadsheets used to evaluate programs; compiles program evaluation information & prepares statistical reports for distribution within EOD; conducts	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 10, 11, 12, 14  *developed after employment
JOB CODE 66922	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 9/30/13

apd 9-30-13 cl

