



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0901
0902
0903
0904

RESEARCH ANALYST

SCOPE OF WORK:

Work activities consist of developing and applying research methodologies and techniques in the collection, analysis, and reporting of quantitative and non-quantitative information.

DUTIES PERFORMED AT ALL LEVELS:

- Identify data collection sources and design appropriate data collection methods.
- Compile, analyze, and interpret data from studies, surveys, and other sources.
- Plan and conduct studies and surveys utilizing sampling techniques or complete enumeration bases.
- Evaluate reliability of source information; weigh and adjust raw data.
- Organize results of studies and surveys into format compatible with analysis by computer or other methods.
- Analyze and interpret statistics to highlight significant differences in relationships among sources of information.
- Prepare conclusions and forecasts based on data summaries.
- Develop charts, spreadsheets, and a variety of other aids used in analyzing and presenting information.
- Prepare research reports describing methodology; limitations on reliability and usability of data, results, and interpretations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**RESEARCH ANALYST I
GRADE J**

0901

LEVEL DEFINITION:

Individuals in positions at this level work under close supervision in performing professional research assignments of limited complexity and of a routine nature. Individuals assist higher-level research staff in the design and application of research methodologies and techniques.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

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Research Analyst

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in research methods or statistics.

RESEARCH ANALYST II

0902

GRADE K

LEVEL DEFINITION:

Individuals at this level perform professional research assignments with varying degrees of complexity requiring advanced applications of research methodologies and techniques.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Design, develop, and apply advanced research methodologies and techniques.
- Consult with agency administrators on project goals and objectives.
- Consult or assist programmer/analysts with writing, testing, and/or modifying statistical analysis computer programs.
- Develop and implement methods and procedures for monitoring projects.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in research methods or statistics and two years of work experience performing duties of similar type and complexity as those performed at the Research Analyst I level or a master's degree with coursework in research methods or statistics.

RESEARCH ANALYST III

0903

GRADE L

LEVEL DEFINITION:

Individuals at this level perform research assignments of a highly complex or comprehensive nature, often providing guidance to lower level research staff. Individuals generally are responsible for coordinating the research and statistics programs with other agency staff and functions.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Direct the activities of a major research and statistical program.
- Formulate policies and procedures of research and statistical analysis and reporting.
- Determine goals and objectives of research and statistics programs.
- Coordinate, cooperate, and communicate with inter-agency entities.

- Coordinate research and statistics programs with other operations and functions of the agency.
- Analyze and integrate various data sources and factors to produce projections.
- Prepare project reports containing descriptive, analytical, and evaluative content, including recommendations.
- Advise in the application and development of computer programs in research and statistical activities.
- May write or assist in writing grant applications.
- May participate in the legislative process by determining impact of legislation.
- May supervise staff engaged in performing research and statistical activities.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in research methods or statistics and three years of work experience which must have included designing, developing, and applying advanced research methodologies and techniques. A master's degree with coursework in research methods or statistics may substitute for two years of the required work experience.

RESEARCH ANALYST IV
GRADE N

0904

LEVEL DEFINITION:

Individuals in positions at this level are responsible for managing a major research and statistical section, and as a result, may spend a minimal amount of time in actually conducting research assignments.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Direct the overall activities of a major research and statistical section.
- Establish section goals and objectives.
- Supervise the design and development of research methodologies and techniques used in the analysis and reporting of data.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with coursework in research methods or statistics and four years of work experience that must have included designing, developing, and applying advanced research methodologies and techniques. One year of the required work experience must have included supervisory or project management experience. A master's degree with coursework in research methods or statistics may substitute for two years of the required work experience.

Eff. Date: 7/78

Rev: 5/92 – Rewritten, new format

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ND Class Description
Research Analyst

Rev: 10/96 – Rewritten in current format
Rev: 2/02 – Revised minimum qualification statements
Rev: 7/12 – Conversion to Hay System