



JOB ANNOUNCEMENT

RESEARCH ANALYST III DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES

The Division of Finance and Administrative Services, Research and Data Analysis Unit in Jefferson City has an opening for a Research Analyst III position. This is senior-level specialized work involving the data extraction, research, analysis, evaluation, and reporting of statistical data. The position requires experience working with a mainframe computer using SAS, SQL or similar programming language. A significant portion of the job responsibilities involves the writing, testing, maintaining, and documenting of computer programs to extract and analyze data. Preference will be given to candidates that have experience with DSS/Children's Division data. The work hours for this position are Monday – Friday (8:00 a.m. to 5:00 p.m.)

JOB DUTIES:

Develops procedures and methodology to be used in researching, programming, analyzing, evaluating, and reporting data; determines sources for obtaining data; corrects, adjusts, and interprets data.

Prepares correspondence to providers and users of information; visits public and private agencies to coordinate, manage, and improve the quality of data products.

Consults with program staff and various levels of administration in planning and implementing research and evaluation projects.

Performs highly specialized and complex analytical tasks.

Prepares detailed reports using tables, charts and narratives.

Coordinates activities involving electronic data processing functions and provides functional supervision as needed.

Programs statistical applications using micro and mainframe computer statistical software packages; provides training for staff in the use of statistical software packages.

Exercises independent judgment and initiative in the performance of responsibilities; receives general administrative direction; work is reviewed for conformance to broad program objectives and policies.

Performs other related work as assigned.

QUALIFICATIONS:

Two or more years of experience as a Research Analyst II with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Public or Business Administration, Mathematics, Economics, Sociology, Education, Psychology, Computer Science, or a closely related field, including at least six earned credit hours in quantitative research methods or statistics; and,

Three or more years of progressively responsible professional experience in the analysis and reporting of statistical data.

(Technical and professional experience in the field of statistical analysis and research may substitute on a year-for-year basis for the required education.)

(Earned graduate credit hours from an accredited college or university in the specified areas including statistics or quantitative research methodology, may substitute on a year-for-year basis for the required experience at a rate of 24 earned graduate credit hours for one year of experience.)

SALARY RANGE: \$1,645.50 - \$2,046.50, Semi-Monthly

TO APPLY: Please send your resume, cover letter, transcript and the DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications through May 31, 2017. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER