STATE OF MINNESOTA   Class Code: 002254
CLASS SPECIFICATION   Barg. Unit(s): 216

RESEARCH ANALYST SUPERVISOR, SENIOR

KIND OF WORK

Supervises advanced statistical research work.

NATURE AND PURPOSE

An employee in this classification is responsible for supervising the collection, compilation, analysis, and presentation of complex statistical data used in planning and operating a major program within a large state department. Supervisory responsibilities performed include: assigning and controlling flow of work, changing and/or modifying procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. She/he is also responsible for reviewing and analyzing reports and procedures with a view to developing improved systems of processing and reporting data. Work is subject to administrative direction and review is in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the activities of the statistical research unit engaged in collecting, analyzing, and reporting data of major importance in planning the program of a large department.

Confers with operating unit supervisors to discuss possible computer applications.

Interprets complex and highly technical data and forecasts trends used in the formulation of departmental policy.

Determines statistical techniques and procedures to be used, organizes the work of the unit, and supervises the most technical phases of the work.

Works with tabulating and computer personnel in planning current reporting activities within the capabilities of machine operations.

Supervises the preparation and editing of complex statistical reports.

Organizes and directs a complete analysis and inventory of reports, recommends changes in reporting techniques, and maintains a reports control program of review.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Statistical theory and techniques and their limitations and applications.

The usefulness and the application of statistical studies and reports to the operating program of the department.

The uses and limitations of tabulating and electronic data processing equipment.

Ability to:

Plan, organize, and supervise the work of other employees.

Collect, analyze, interpret, and present complex technical data.

Establish and maintain effective working relationships with administrators and other employees.

Est.: 7/81	T.C.:
Rev.:	Former Title(s):