Georgia State University

Job Specification

Job Title: Career Information Research Analyst III

BCAT Code: 09JX07  Effective Date: April 1, 2007
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the initiation, design, and implementation of routine and complex research projects for the Georgia Career Information Center, such as serving as lead researcher in the collection and analysis of data, determining data reliability, preparing publications/reports from analyzed data, and presenting information in meetings and conferences.

Examples of Duties
- Manages the research and analysis of labor market and education information.
- Initiates, writes, and edits routine and complex reports and materials for publication.
- Leads and initiates the collection, analysis, and maintenance of occupational and survey data while determining the reliability of the collected data.
- Collaborates with analysts from other states in developing report/publication materials.
- Represents the Center and University at meetings and conferences.
- Presents information in meetings and conferences.
- Ensures the proper communication of research findings, publications, reports, and presentations to the appropriate entities at the Georgia Career Information Center.
- Supervises lower skilled Career Information Research Analyst I and II.
- Performs other advanced level and research oriented duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of routine and complex research techniques and methodologies.
- Knowledge of computer software, such as MS Word, MS Excel, PowerPoint, and Access, and hardware.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train and supervise staff, use independent judgment.
- Ability to conduct labor market analysis, statistical analysis, and public surveys.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section