



Job Specification

Job Title: Career Information Research Analyst I
BCAT Code: 410X AJ
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides professional level expertise in the design and implementation of routine to complex research projects for the Georgia Career Information Center. This involves collecting and analyzing data, preparing publications/reports from analyzed data, and presenting information in meetings and conferences.

Examples of Duties

- Researches and analyzes labor market and education information.
- Writes and edits routine reports and materials for publication.
- Collects, analyzes, and maintains occupational and survey 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.
- Communicates research findings, publications, and presentations concisely to appropriate entities at the Georgia Career Information Center.
- Performs other professional level and research oriented duties as assigned.

Knowledge, Skills, and Abilities

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

Minimum GSU Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and 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.