



Job Specification

Job Title: Career Information Research Analyst III
BCAT Code: 410X AN
Pay Grade: G16

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

General Description

Manages the initiation, design, and implementation of routine and complex research projects for the Georgia Career Information Center. This involves serving as lead researcher in the collection and analysis of data, determining the data's 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 data collected
- 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 communication of research findings, publications, reports, and presentations concisely to appropriate entities at the Georgia Career Information Center.
- Supervises lower skilled Career Information Research Analyst I & 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 and hardware (MS- Word, Excel, PowerPoint, and Access).
- Ability to multi-task, train & supervise 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 five 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.