CAREER OPPORTUNITY

Research Analyst I

LOCATION: Office of Performance & Strategy, Jefferson City, MO
Travel: Occasional overnight travel required
SALARY: $33,976.08 Annually

Interested candidates should: Send cover letter, current resume, transcripts, and contact information for 3 professional references to fax number (573) 751-1106 or via email to DHEWDHR@dheid.mo.gov no later than 5:00pm on November 6, 2019. Please include the position title when submitting your information.

Please complete the Affirmative Action Survey at: https://dhewd.mo.gov/employment/documents/DHEWD-affirmativeaction.pdf and return along with your application materials. This survey is VOLUNTARY and in no way affects individual applicants. This data assist the department in analyzing affirmative action statistics.

Main Purpose/Focus of this Position:
Collect data from Missouri employers and ensure the accuracy of the information provided.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodation.

- Collect and disseminate detailed information from Missouri employers.
- Analyze returned employer surveys for accuracy and completeness.
- Work with respondents and other units in MERIC to correct data questions and problems.
- Follow requirements outlined in the U.S. Bureau of Labor Statistics Cooperative Agreement with Missouri.
- Use provided computer software to track survey responses, and run regular reports.
- Receive and respond to questions and direction from the U.S. Bureau of Labor Statistics Regional Office.
- Receive and respond to requests for data from MERIC customers.
- Conduct special research as needed.
- Perform other related work as assigned.
- Demonstrate regular and reliable attendance

COMPETENCIES:
Knowledge of research methodology
Self-direction
Flexibility
Analyze statistical data
Problem Solving
Teamwork
Computer Literacy
Customer Service
Discretion

Qualifications:
- A Bachelor’s degree from an accredited college or university including or supplemented by three earned credit hours in statistics or research methods.
- Technical and/or professional experience in statistical analysis and research may substitute on a year-for-year basis for deficiencies in the required college education.