

**FIRST 5 KERN
KERN COUNTY CHILDREN AND FAMILIES COMMISSION**

Job Description

Position Title: Research Analyst

Appointing Authority: Executive Director

Employment Classification: Exempt

Fundamental Objective: Under direction the Research Analyst provides professional level support to the Executive Director and to the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Distinguishing Characteristics: This is the journey level in the two-level Research Analyst classification series. Positions in this class perform responsible and complex assignments in all phases of the Division's work. This position is distinguished from the Senior Research Analyst position in that the Research Analyst performs tasks with a higher degree of oversight, and rarely supervises other employees. Promotion to Senior Research Analyst may be considered on a merit basis, subject to approval by the Executive Director and with appropriate budgetary authority.

Major Duties and Responsibilities:

Monitors, reviews, evaluates and reports on the programs and services of funded agencies, working closely with the Program Officer; reviews contract programs and services; makes recommendations regarding service delivery; monitors contract program performance against projected performance to ensure that program objectives are met; conducts site visits; recommends corrective action if necessary.

Make studies of trends in a particular field and recommends revisions in programs or other actions on the basis of analyses made; prepares data for presentation in graphic, pictorial, tabular, or written form; devises questionnaires, database codes, and forms for gathering and tabulating research data.

Serves as staff support to the Commission and attends Commission and committee meetings as required; represents the Commission and the Executive Director at meetings and conferences as directed; prepares letters, reports and technical documents.

Performs other duties as assigned.

Minimum Qualifications:

Bachelors degree from an accredited institution with a major in Social Sciences, Economics, Mathematics, Statistics, Public Administration or Business Administration. A Masters degree is desirable.

Two years of paid professional experience with progressively responsible technical research or statistical experience including the interpretation and graphic presentation of data.

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

Knowledge Of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Thorough knowledge of research techniques, including the planning of studies and investigations, the determining of variables, the developing of reference materials and research reporting techniques.

General knowledge of statistical principles and procedures, including methods of collecting statistical data, simple correlation methods, time series analyses, analysis of frequency series, sampling techniques, and construction of index numbers.

General knowledge of sources of information on social, economic, and population trends in California.

Ability To:

Ability to prepare questionnaires and other survey instruments; gather, compile, and analyze research data, and to present data in tabular, graphic, and pictorial form; prepare and work clear and comprehensive reports. Capacity for independent and creative thinking and writing on research and statistical problems.

Communicate effectively with individuals and groups. Work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers and other agencies, volunteers, and the general public.

Understand, interpret and apply pertinent provisions of laws and rules.

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; plan and organize complex work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, to update on-line websites and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your resume to: Executive Director
First 5 Kern
2724 L Street
Bakersfield, CA 93301

Approved XX/XX/XX