

The position of **Research and Data Analyst** reports to the Chief Operating Officer.

**Purpose:**

The Research and Data Analyst is responsible for gathering, compiling and analyzing workforce, economic and labor market information in support of the public workforce system.

**Essential Functions:**

- Prepare data and analysis for the State of the Workforce report, Industry Sector reports and other ad-hoc research reports
- Research and draft white papers on workforce development issues
- Support the labor market and workforce development data and analysis needs of Worksystems staff, the Workforce Development Board, Board Committees, Industry Skill Panels, and other groups.
- Prepare information on the job market (specifically occupations within target industries) for adult job seekers and youth exploring careers; support the information needs of career counselors, trainers and other staff who are working with adult job seekers and youth in the public workforce system.
- Provide workforce information to support business recruitments by economic development partners.
- Provide data and other information in support of resource development efforts.
- Evaluate program and initiative outcomes including outcomes for specific target populations; establish benchmarking and performance indicators.
- Design and deliver scheduled and customized reports to meet the program management and evaluation needs of Worksystems staff; provide real-time information as needed.
- Provide labor market and workforce development content to support the communications needs of the agency including the website, newsletter, and other collateral.
- Build and maintain a list of CTE programs and outcomes in the region.
- Analyze information on training programs including outcomes, number and skills of graduates, and placements.
- Conduct focus groups/surveys of industry partners to understand and analyze skills gaps of workers.
- Prepare and present information to a variety of stakeholders.
- Track national workforce trends and issues; identify and recommend best practices.
- Design and populate a workforce development performance indicators dashboard and keep current.
- Analyze customer satisfaction surveys; develop new methods to collect customer (both job seekers and employers) feedback to gauge system performance and identify issues.
- Work with IT department to develop new I-Trac customer tracking and performance database fields to meet reporting needs.
- Provide staff support to the bi-state Research and Analysis Committee.

## **Qualifications:**

- Must have advanced, in depth knowledge of sources and uses of a wide variety of labor market, workforce and economic data. Knowledge of EMSI, Burning Glass and other customized information tools preferred.
- Advanced skills in Excel and familiarity with working in a database environment required. Must be able to import/retrieve data from a variety of sources and perform complex queries and pivot tables and create/modify/manipulate data into a variety of graphics, presentation formats and reports.
- Ability to analyze data and information to evaluate outcomes and inform system changes.
- Must be able to present complex, technical information to a variety of audiences in an easy to understand format. Strong written and public speaking skills are essential.
- Must be proficient in modern practices and methods of researching, analyzing, surveying, synthesizing, summarizing and projecting labor market information and workforce data and trends.
- Bachelor's degree in a related field with a minimum of three years of experience in research, data analysis and reporting.
- Demonstrated knowledge of workforce development programs/services, legislation, principles, policies and practices that guide workforce development programs preferred.
- Ability to travel locally, regionally or nationally to attend seminars, conferences or meetings.
- Demonstrated ability to:
  - Work effectively with people from diverse backgrounds;
  - Thrive in a fast paced environment;
  - Deliver dynamic and compelling presentations;
  - Prioritize and handle multiple tasks simultaneously;
  - Reliably produce accurate information;
  - Interpret and apply detailed legislation and regulatory requirements;
  - Establish and meet deadlines;
  - Work independently and on teams.