

Job Title:	Research Analyst	Job Category:	Executive Service
Department/Group:	ECD/Research	Job Code/ Req#:	
Location:	Nashville, Tennessee	Travel Required:	No
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	December 2015	Posting Expires:	Once Filled
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Attention: Human Resource Director Re: Research Analyst		MAIL: TN Department of Economic and Community Development 23 rd Floor William Snodgrass Tennessee Tower 312 Rosa L Parks Avenue Nashville, TN 37243	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the supervision of the Statistical Research Specialist for the Department of Economic and Community Development, the Research Analyst position is responsible for professional statistical analytics and research work that support internal processes and programs with the department. The Research Analyst will be responsible for:</p> <ul style="list-style-type: none"> • Compiling and analyzing data to provide answers to user requests; accesses databases; performs descriptive, predictive, and inferential statistical analyses; identifies supply and demand, queries system databases, builds custom views/queries/dashboards to aggregate existing datasets, assists with development of data visualizations, builds custom reports to respond to requests, enters data into database. • Assists statistical research specialist with development of methodology pertinent to research project; designs any necessary measurement instruments; provides technical assistance and explanations regarding design of surveys, selection of samples, and analysis of data; coordinates activities of research projects such as time-lines and staff responsibilities; ensures project progresses on schedule and complies with regulations and mandates for data requirements; oversees completion of projects and surveys. <p>EDUCATION REQUIREMENTS AND QUALIFICATIONS:</p> <p>Education and Experience:</p> <ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor’s degree in economics, statistics, applied statistics, other social/behavioral sciences, business, business administration, public administration, or public policy. • Minimum two years full-time professional work performing statistical research, quantitative analysis, and/or market research. Master’s degree or exceptional internship or fellowship work may be substituted for full time work experience. 			

Minimum Qualifications:

- Strong oral and written communication skills. A writing sample may be requested.
- Mastery of Microsoft Office products (excel, access, word, outlook).
- Strong critical thinking and analytical skills.
- Ability to work as part of a team.
- Strong time management skills.

Preferred Qualifications:

- Aptitude with a CRM software system
- Knowledge of GIS information systems (ARCGIS, ARCMAP, etc.)

ADDITIONAL NOTES

About The Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.