



RESEARCH AND DATA ANALYSIS JOB FAMILY

CAREER PATH

Positions in this family perform a wide variety of research activities including the application of mathematical and statistical theory and/or perform specialized, technical work that includes collecting, interpreting, and summarizing data to provide usable information regarding various programs, special studies, and contracts.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Collect and organize data.
- ❖ Analyze data, interpret results, and develop conclusions.
- ❖ Prepare reports and recommendations.

The work assigned to positions in this series ranges from basic research to supervising and managing research activities.

Research/Data Assistant

Pay grade: 18

This is a vocational-level position accountable for collecting, tabulating, and assembling raw data under the direction of a higher-level position. Positions at this level are also accountable for reviewing material for consistency and applying basic mathematical and statistical methods to analysis.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent and two years of relevant experience.

Research/Data Analyst

Pay grade: 25

This professional position is accountable for developing and conducting research studies and/or assessing the impact of proposed legislation, and presenting findings to state and federal agencies, senior policy makers, the legislature, and other stakeholders. At this level, employees advise on policy, conduct policy research, serve as technical consultants, may draft or provide expert testimony related to standard issues, and may also advise or review the work of lower-level staff. Employees conduct analysis and review of various processes and draft technical and procedural manuals and guides, as well as plan, develop, and present new ideas, concepts, and



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strategies related to systems and techniques, provide technical advice and assistance for systems and techniques, including training as necessary. Also, at this level employees analyze, organize, and present data petitioned or solicited from senior policy makers, legislators, and other stakeholders.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

Senior Research/Data Analyst

Pay grade: 28

(May be utilized in a Non-Supervisory or Supervisory Role)

This is a seasoned professional position accountable for developing, leading, and conducting complex research studies and/or assessing the impact of proposed legislation, and presenting findings to state and federal agencies, senior policy makers, the legislature, the Governor, and staff in an effort to make informed policy decisions. Employees at this level formulate policy, conduct policy research, serve as technical consultants, and develop complex forecasts. In addition, they may also lead an interdisciplinary team of analysts to develop reports and recommendations, and handle projects that are sensitive in nature or have significant financial or social impact. At this level employees work with a high degree of technical expertise and use substantial independent judgment when applying technical concepts and methodologies. In addition, they are considered experts in their particular field of assignment and may be called upon to provide expert testimony.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and four years of relevant experience.

Research and Data Analysis Manager

Pay grade: 34

This is a supervisory/managerial position accountable for the work of all professional levels of work in this family and may participate in the highest professional level of work. At this level, employees are responsible for the administration and presentation of entire research projects which involve multiple disciplines. This requires the coordination of multiple resources and the



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evaluation and summarization of findings to be presented for upper management review. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the work overseen.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Master's degree from an accredited institution and two years of relevant experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

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Revised: --