

CLASSIFICATION GRID: 13

BENCHMARK TITLE: RESEARCH ANALYST

BENCHMARK NUMBER: 80560

JOB FAMILY: ADMINISTRATIVE SERVICES

SCOPE AND LEVEL DEFINITION

Plans and conducts research and qualitative and/or quantitative data analysis. May supervise staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Searches out, reviews, and acquires data on health related issues by methods such as researching historical and archival data, performing literature searches, accessing on-line databases, performing interviews, and consulting with national and provincial groups and organizations.
2. Performs qualitative and quantitative data analysis, projections, and forecasts using descriptive and statistical methodologies, including computerized statistical software, and identifies and advises of gaps in data and data limitations. Identifies issues, trends, developments, and implications.
3. Plans and conducts research studies by performing duties such as determining information needs, designing questionnaires, and conducting surveys. Develops, tests, implements, and evaluates health information gathering tools such as questionnaires and surveillance forms, and recommends changes.
4. Prepares reports such as briefing notes, planning summaries, and issue papers by performing duties such as summarizing research data, preparing charts, tables, and graphs, compiling information into integrated reports, and formulating recommendations based on findings, including program and budgetary recommendations. Prepares and delivers presentation material as required.
5. Develops and maintains data collection and recording systems such as databases, spreadsheets, and web-sites, including designing ad hoc reports. Writes computer programs and macros to capture and edit data, and/or liaises with information systems department for same.
6. Reviews staff and outside agency research proposals, recommends acceptance or rejection, and advises on appropriate research methodologies, measurement criteria, and techniques. Assists departmental and outside agency representatives in gathering data, monitoring data quality, and interpreting results, as required.
7. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
8. Prepares grant applications and project proposals to secure funding, and liaises with funding agencies to access resources for organizational initiatives.
9. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Bachelor's degree in related field such as Health Information Science
- Recent, related experience of three years
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to type at 50 wpm
- Business writing skills
- Knowledge of general office procedures
- Ability to establish and maintain rapport with others
- Knowledge of medical terminology
- Ability to analyze and resolve problems
- Knowledge of statistical design and quantitative and qualitative statistical methods
- Ability to supervise
- Ability to design and implement research studies
- Ability to perform complex statistical and trend analyses, projections, and forecasts