



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE RESEARCH ANALYST III

Job Number: 20001551

Job Code: 80730V230916

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 04/16/2008

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs advanced professional analytical work in gathering, computing, and analyzing labor market and workforce data For the U.S Department of Labor/Bureau of Labor Statistics (BLS). Develops and edits federally mandated occupational injuries, illnesses, and fatalities publication. Represents agency on BLS workgroups. Provides technical assistance to analysts, government officials, employers, and employees regarding Census of Fatal Occupational Injuries (CFOI) and Survey of Occupational Injuries and Illnesses (SOII) programs; ; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of professional experience involving the analysis of statistical data, data computation, gathering statistical information for the preparation of labor market or workforce information reports, or related experience.

Substitute EDUCATION for EXPERIENCE:

Graduate work in economics, accounting, statistics, mathematics, computer science, public administration, or a related field will substitute for up to one year of the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in gathering, computing, and analyzing statistical data for surveys and/or labor market reports or related experience will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs advanced professional work in the preparation of statistical data applied to the planning and carrying out programs of state and/or federal government agencies. Processes, summarizes, and interprets results of numerical data and makes recommendations based upon findings. Assists other research analysts. Assist in Census of Fatal Occupational Injuries (CFOI) and Survey of Occupational Injuries and Illnesses (SOII) training of other analysts. Participates in the collection, analysis, and presentation of numerical data. Explains technical matters to persons both with and without technical expertise. Uses research methods to determine if methodologies and procedures need to be modified. Confers with customers (general public, private organizations, and governmental agencies) of Labor Market Information via meetings, phone calls, emails and presentations and makes determinations if their demands are being met. Meets with colleagues and constituencies to identify desired information and develop methods to produce required data. Develops and edits publications consisting of both narrative and tabular information. Review statistical reports for technical accuracy and for compliance with established reporting requirements. Makes suggestions for new data products and develops methodology for producing such items. Prepares data for publication and dissemination to customers. Represents agency on work groups. Makes presentations to various private and public customer groups. Represents agency on BLS workgroups. Provides technical assistance to analysts, government officials, employers, and employees regarding CFOI and SOII programs. Develops and edits annual federally mandated occupational injuries, illnesses, and fatalities publication. Represents agency on BLS workgroups. Oversees the work of employees and performs advanced professional analytical work in gathering, computing, and analyzing labor market and workforce data in an accurate and timely manner. Acts a lead worker on special projects.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.