Research Analyst

Annual Salary Ranges: Analyst I - $53,833 to $83,442

Analyst II - $59,351 to $91,995

Associate - $65,435 to $101,424

First Review of Applications: Friday, December 10, 2021 – Opened until filled

Expected Start Date: January 2022

Role

The Research Analyst will assist with the design, implementation, tracking, and analysis of various studies and efforts that support a broad range of regional projects, programs, and policy initiatives. Responsibilities include providing quality control review for data and tools, providing technical support for data management and analysis for large data sets, including data cleaning, data manipulation, data analysis, preparing written and visual reports, and tracking department data requests.

Overview of Applied Research Division

The SANDAG Applied Research Division provides technical support to the region's policymakers, agency leaders, and service providers by evaluating data and making recommendations that lead to informed decisions and increased program effectiveness. Examples of recent and upcoming projects include evaluations of the effectiveness of services provided to justice-system involved individuals and efforts to reduce juvenile delinquency; studies to better understand the relationship between drug use and crime; and needs assessments and data collection to inform and document community development efforts. Results of such research studies and evaluations are shared with decision-makers, member agencies, and stakeholders on a regular basis and lead to more informed decisions about investments in funding, resources, and programs that will have the greatest positive impact on the San Diego region

Job Responsibilities

- Participate in the development of research methodologies designed to assess the feasibility of policy alternatives or measure the effectiveness of programs and services in areas such as criminal justice, public safety, public health, and transportation planning.

- Participate in the maintenance, management, and documentation of comprehensive computerized databases in SPSS, Excel, Access, R, and SQL Server formats; mine databases for analysis and reporting purposes.

- Provide quality control and review of agency data, products, reports, and other tools to ensure accuracy; document data issues to ensure validity and reliability of data; assist in coordinating the regional distribution of reports.

- Research, identify, gather, compile, and analyze various types of quantitative data (e.g. demographic, criminal, economic, social, public health, geographic, transportation) from interviews, surveys, various local, state, and federal agencies, the Internet, government publications, and other sources; extract data from databases with an understanding of issues that could affect the validity and reliability of information.

- Code data for computer input; enter data and update files as required; review data for quality and accuracy and resolve data inconsistencies; maintain data documentation.

- Develop productive working relationships with other agencies and collaborate with outside agencies to coordinate tasks and accomplish project goals; respond to requests for data from member agencies, grant agencies, and the public.

- Assist with the preparation of project reports, technical documentation, and written, oral, and visual reports; assist with preparing recommendations to committees, funding/grant agencies, member agencies, community groups, and members of the public; prepare tables, graphs, and charts to display information for written reports and presentations.

Experience and Qualifications

- Bachelor's degree with major course work in public or business administration, sociology, demography, computer science, statistics, data management, economics, research, or

a related field, and one to three years of recent data collection, data analysis, and/or research experience.

- Knowledge of and experience with fundamental applied research principles and methods including evaluation studies, performance measures, data compilation, and data analysis.
- Knowledge of data acquisition and quality control methods used for gathering and compiling various types of information; knowledge of factors that contribute to the reliability and integrity of compiled data.
- Experience updating and maintaining project databases, files, and records, including data documentation.
- Ability to independently compile and document data with speed and accuracy; ability to identify and resolve data inconsistencies and other problems; experience compiling and manipulating data for large databases preferably using SPSS, SQL, and R.
- Strong computer skills and proficiency with the Windows operating system and Microsoft Office applications especially Word, and Excel; experience with relational database management (Power BI and SQL Server), statistical analysis (SPSS), and presentation software (PowerPoint).
- Experience assisting with writing and preparing reports that document research procedures; experience presenting research results and recommendations including the preparation, analysis, and interpretation of charts and tables.
- Demonstrated understanding of the need to maintain confidentiality and act with diplomacy when working with personal records, documents, and other sensitive information and materials.
- Effective time management and organizational skills and the ability to prioritize multiple tasks in a fast-paced environment, including basic project management skills.
- Strong written and verbal communication skills and the demonstrated ability to work collaboratively as part of a team.
- Experience with data visualization and effectively translating complex data into actionable information.
- The final candidate selected for this position must successfully pass a pre-employment criminal background check in compliance with the FBI and the California Department of Justice (CalDOJ) requirements regarding the use of the California Law Enforcement Telecommunication System (CLETS). Depending on the projects assigned to this position, the candidate may be required to undergo Tuberculosis (TB) testing. Periodic re-checking of criminal background history and TB testing will be a condition of employment.

Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

The salary will depend on the qualifications and experience of the selected candidate.

Beginning July 1, 2021, the annual salary ranges for the Research Analyst is: Analyst I - $53,833 to $83,442 per year, Analyst II - $59,351 to $91,995 per year, Associate Analyst - $65,435 to $101,424 per year.

Careers at SANDAG

A job at SANDAG is guaranteed to engage your mind, expand your skills, and enhance your professional development. We are committed to hiring talented individuals who are dedicated to working on important issues and enthusiastic about making significant contributions that improve the lives of people in the San Diego region.

How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing hr@sandag.org or calling (619) 699-1900. Completed applications can be submitted via email, fax, regular mail, or delivered by hand. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

Contact Us

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(619) 699-1900 | TTY/TDD: (888) 722-4889

sandag.org

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SANDAG is an Equal Opportunity Employer