

**State of Connecticut  
The Department of Social Services  
Job Opportunity**

## **Associate Research Analyst**

**Posting Date: March 10, 2010**

**Closing Date: March 19, 2010**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

The Department of Social Services is presently recruiting to fill one (1) Associate Research Analyst position located in its Information Technology Division, in our Hartford Central Office location.

**Open To:** The Public and State Employees

**Position:** Associate Research Analyst  
Position Number 95176

**Bargaining Unit:** (P-5) Administrative and Residual

**Salary Range:** \$67,691 - \$84,522 Annually (AR-26)

**Location:** 25 Sigourney Street, Hartford, CT 06106

**PURPOSE OF CLASS:**

In a state agency, this class is accountable for performing the most complex tasks in the development and implementation of research projects.

**EXAMPLES OF DUTIES:**

Performs most complex duties in area of research design and implementation; develops and conducts formal research methodologies and procedures and analyzes and evaluates data; designs data collection forms and develops procedures; performs complex statistical analysis; prepares comprehensive narrative and statistical reports; may prepare special reports for agency officials in response to inquiries from legislature or the public; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of research methods and techniques; considerable knowledge of principles, concepts and methods of statistical analysis; knowledge of agency related policies and procedures as related to research; considerable oral and written communication skills; interpersonal skills; considerable ability to analyze data; ability to understand computer applications for research.

**EXPERIENCE AND TRAINING:**

**GENERAL EXPERIENCE:**

Seven (7) years of professional experience in research, data analysis or economics.

**SPECIAL EXPERIENCE:**

One (1) year of the General Experience must have been conducting research at the level of Research Analyst.

**SUBSTITUTION ALLOWED:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in economics, statistics or a closely related field may be substituted for one (1) additional year of the General Experience.

**Note: Applications will be accepted from candidates who have taken the current Associate Research Analyst Examination No. 080920 and have received a passing score or from state employees who have attained permanent status in the class. These positions may be filled by mandatory candidates from Re-employment and SEBAC lists which we are obligated to use.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Flora Alling, Human Resources Specialist  
Department of Social Services  
25 Sigourney Street, Hartford, CT 06106-5033  
Fax # (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, MARCH 19, 2010 CLOSE OF BUSINESS**

**The Department of Social Services is An Equal Opportunity / Affirmative Action Employer**