

**RESEARCH ANALYST (COUNTY ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to research and analyze a variety of subjects and data dealing with the administration and organization of County departments and agencies to aid department heads or legislators in making management decisions. The incumbent exercises independent judgement in the application of research principles and techniques to specific studies, requiring the gathering and interpretation of data and preparation of reports, including recommendations for change or improvement in existing procedures. The work is performed under general supervision of the department head, with leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision may be exercised over the work of subordinate clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Confers with department heads, legislators or other County officials to secure data for research projects;
- Studies County Charter, laws, ordinances, resolutions, policy statements, activity charts, statements of responsibilities and working relationship of various agencies, departments and units to determine effectiveness of programs and administrative operation;
- Provides liaison between members of the Board of Legislature and various departmental units to secure and analyze information relative to pending legislative matters;
- Analyzes departmental budgets, programs, policies, procedures and other activities to determine program effectiveness and administrative operation;
- Researches subject matter areas and prepares correspondence or reports for department heads or legislators relative to matters under study;
- Analyzes policies, procedures and related activities of various agencies, departments and units to evaluate effectiveness of services and recommends improvements in efficiency of operations;
- Researches program and administrative developments relating to State, Federal and county programs having an effect on budgetary, administrative and organizational matters;
- Prepares news releases, sets up press conferences and conducts press briefings for department heads, legislators or the Chairman of the Board of Legislators;
- Analyzes administrative and working relationship between various agencies, departments and units to promote cooperation and to eliminate duplication;
- Conducts special studies at the request of legislators and department heads to expedite work and effect economies of time, money, material, personnel and equipment;
- Prepares comprehensive reports and makes recommendations following study of administrative, budgetary or organizational problems and procedures;
- Conducts research, gathers information and interprets data to provide information to department heads and legislators for decisions to be made in administrative matters;

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**TYPICAL WORK ACTIVITIES:** Continued:

Assists in the presentation and explanation of reports and other research data to County officials, civic groups and other interested bodies;  
Prepares a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of modern principles and practices of conducting administrative and organizational research; working knowledge of the functions and structure of local government; ability to acquire and analyze detailed information on governmental activities or municipal services, and develop or modify administrative procedures; ability to secure and develop cooperative relationships with legislators, operating agency heads, department personnel and the public; ability to present oral and written comments clearly and concisely; ability to research and make recommendations for the solution of complex administrative and management problems; ability to prepare records and reports.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration, Political Science, Economics or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Business Administration, Public Administration, Political Science, Economics or a closely related field **AND** one (1) year of experience in the research and analysis of administrative methods and procedures.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated to meet full-time requirements.