



EXAMINATION OPEN TO THE PUBLIC

ASSOCIATE RESEARCH ANALYST

ANNUAL \$69,891 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$89,888 **GROUP: AR 26** **DATE: NOVEMBER 28, 2011** **NO: 1108500CMB**

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.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 28, 2011:

GENERAL EXPERIENCE: Seven years' **professional** experience in research, data analysis or economics. (The conduct of formal research studies, data analysis or economics must be the **primary** focus of your job.)

SPECIAL EXPERIENCE: One year of the General Experience must have been conducting research at or above the level of Research Analyst. (Research Analysts are responsible for independently performing a full range of tasks in research design and implementation.)

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON: MONDAY, JANUARY 9, 2012.
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by November 28, 2011. A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.