

DEPARTMENT OF CONSTRUCTIONS SERVICES
JOB OPPORTUNITY
Research Analyst
(position maybe underfilled as a Connecticut Careers Trainee (CCT))
Education and Data Management Unit

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

Open To: Candidates on a current Research Analyst examination list **or** Current State Employees who meet the Eligibility Requirements Outlined Below
Location: Middletown
Job Posting No: 7294
Hours: 40 Hours per Week
Salary: Research Analyst: AR22 \$57,849 - \$74,864; CCT: AR15 \$42,090 - \$54,328
Closing Date: August 20, 2012

The Department of Construction Services, Office of Education and Data Management, is currently seeking qualified applicants to fill a full-time Research Analyst position which *may be under-filled as a Connecticut Careers Trainee*. Responsibilities include examination development, administration, grading and statistical analysis; maintaining SQL database for data accuracy, and querying data in support of union, agency and Freedom of Information requests all of which requires the depth of critical thinking and analytical and statistical skills a Research Analyst can provide. This position works closely with training staff and content experts within the Office.

Preferred Knowledge and Experience

- Ability to work with Microsoft Office (Access, Excel, Word, and Outlook)
- Ability to analyze data and understand and use computerized databases
- Ability to create comprehensive ad hoc reports (preferably utilizing SQL and Crystal Reports)
- Ability to understand and interpret state statutes, regulations and policies
- Knowledge and/or experience of principles and practices of examination and development and statistical analysis

The Department encourages those applicants who meet the eligibility requirements but may not have the preferred knowledge and experience and believe they possess equivalent qualifications to submit a written statement indicating how their background and experience qualify them for the position.

Eligibility Requirements: Candidates must have *applied for and passed the Research Analyst exam* and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

or

Candidates must possess a Bachelor's Degree; or have a Master's degree in economics, statistics or a closely related field.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
debby.hearl@ct.gov
Confidential Fax: (860) 622-2873 (preferred method of submission)

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.