

JOB ANNOUNCEMENT
Posting Date 11/07/2017
Legislative Research Commission

Office of Education Accountability

The Legislative Research Commission is accepting applications for the position of **Research Analyst** in the Office of Education Accountability. This position is nonpartisan and requires the ability to work with neutrality in a politically charged environment.

Job Duties:

- Design, plan, and complete research studies that include objectives, research steps, data needs, methods, and estimated timing
- Identify potential research topics
- Conduct literature reviews; review reports; conduct statutory and regulatory reviews; identify and analyze district programmatic and financial data sets; consider relationships among variables and statistical significance; assess data quality and limitations; design and conduct surveys and questionnaires to obtain qualitative and quantitative data; perform site visits to observe processes; conduct interviews and focus group discussions for context, as well as follow up on various issues; create graphs and tables to illustrate the results of data analysis; use SQL databases for comparative analysis; and present research findings, recommendations, and conclusions to the Education Assessment Accountability and Review Subcommittee and other legislative committees
- Prepare work papers to document analysis and other work performed to provide sufficient, reliable, and valid evidence to support report findings, recommendations, and conclusions
- Meet intermediate and final deadlines related to assigned work
- Provide and receive feedback on work performed
- Attend education meetings and write brief summaries to assist in the monitoring of specific topics related to K-12 education
- Review national and state policies, research, and proposed legislation related to K-12 issues
- When assigned, review proposed regulation changes and provide feedback
- Demonstrate excellent written and verbal communication skills
- Perform other duties as assigned

Minimum Qualifications: A bachelor's degree with relevant coursework and experience and two years in public policy research and analysis. A master's degree in public policy, education, or related field or a Ph.D. in public policy or education is preferred.

The individual selected for this position must have a positive attitude; a strong work ethic; attention to detail; knowledge of correct grammar, spelling, and punctuation; excellent written

and verbal communication skills; and a public service orientation with the ability to maintain a good rapport with LRC staff, state employees, and the public. The individual must be able to work under stress, with the understanding that occasional overtime may be required.

This is a permanent full-time position with benefits including health and life insurance; retirement plan; and paid holidays, vacation, and sick days. Compensatory time is awarded on an hour-for-hour basis with prior approval.

Preferred Skills:

- Strong subject matter research skills and the ability to prepare succinct written analysis of complex projects and issues
- Strong general research ability and ability to prepare issue papers and research studies
- Ability to create graphical data displays and numerical summaries that communicate key findings to both technical and non-technical audiences
- Detailed knowledge of statistical principles, tools, and techniques, including statistical software packages such as SAS, Stata or R
- Detailed knowledge of qualitative research techniques
- Experience using interactive data visualization software such as Tableau or R Shiny
- Commitment to learn and develop new skills

Application Deadline: Applications for this position must be submitted by the close of business on December 5, 2017. Review will begin immediately upon receipt.

All persons who meet the minimum requirements and are interested in this position must email a cover letter and current résumé to LRCresumes@lrc.ky.gov and list the job title in the email subject line. An application (which may be accessed at <http://www.lrc.ky.gov/lrc/LRCapplication.pdf>) must be completed prior to any interview. Each person interested in the position is encouraged to submit the application when submitting the cover letter and current résumé.

Alternatively, applicants may mail these materials to:

Tim Holbrook
Assistant Director/Chief Human Resources Officer
Legislative Research Commission
702 Capitol Avenue, Capitol Annex, Room 104
Frankfort, Kentucky 40601

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin, or disability.