

RESEARCH ANALYST

276-E

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level position involving the performance of a variety of tasks related to the “County’s Sullivan 2020 Strategic Plan” and other projects in the Division of Planning and Environmental Management. These assignments may include gathering statistical information and performing data analysis. Work will also involve assisting with a variety of municipal, regional or community planning assignments performed through the Division of Planning & Environmental Management. Work assignments will increase in level of complexity and responsibility as the incumbents’ professional competence increases. The work is performed under the general supervision of the Commissioner of Planning and Environmental Management and/or his/her designee. Assignments may involve working individually or as part of a team.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in studies involving research, investigation, and analysis of physical, economic and environmental factors related to municipal, regional or community planning;

Assembles and disseminates statistical data regarding current demographic characteristics (including Census data), population growth, economic trends, business activities, residential development, land use, natural resources and other planning projects;

Assists in the design and implementation of surveys on public transportation use, industrial site development, area employment or other topics related to planning department projects;

Provides data sets and analysis for Sullivan 2020 and other data sets as assigned;

Provides essential support towards the Division's overall mission by processing components of
General Municipal Law referrals;

Receives assignments and segments of more routine activities emanating from projects officially
assigned to professional planning staff;

May prepare a variety of maps, charts, advertisements and other graphics required in support of
planning projects being performed;

Performs miscellaneous office work and maintains records of planning unit activities;

Operates various office machines, including a personal computer to analyze data and statistics and
specialized equipment specific to the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the purpose, principles, practices, methods and terminology used
in municipal, community or regional planning; good knowledge of techniques used to gather data
for statistical analysis and reports; working knowledge of basic research methods and techniques;
ability to work independently on specific projects; ability to prepare complex written reports; ability
to express oneself clearly and concisely, both orally and in writing; ability to analyze factual data
and prepare graphs, diagrams, and reports using a personal computer; ability to exercise personal
discretion and sound judgment especially when dealing with the public; flexibility; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Planning, Civil Engineering, Environmental Studies, Geography or a closely related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher, and two (2) years of experience in municipal, community or regional planning; or
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.