

**STATE OF OHIO (DAS)**

CLASSIFICATION

SPECIFICATION

**CLASSIFICATION SERIES:**

Labor Market Analyst

**MAJOR AGENCIES:**

Job &amp; Family Services only

**SERIES NO.:**

6633

**EFFECTIVE DATE:**

8/18/2019

**SERIES PURPOSE:**

The purpose of the labor market analyst occupation is to collect, process & report labor force &/or industry information for national economic data series, agency operations & public dissemination.

At the first level, incumbents verify, code & edit data & estimate values for missing case using simple statistical techniques.

At the second level, incumbents verify, code & edit data & estimate values for missing cases &/or universe values using complex statistical techniques.

At the third level, incumbents serve as lead workers over lower-level labor market analysts or serve as project/team leader over other Labor Market Analyst 3s, 66333 or independently complete research projects &/or evaluate research methods &/or sampling procedures.

At the supervisory level, incumbents plan, organize & direct one or more labor market information programs & supervise assigned staff.

At the first administrative level, incumbents plan & direct multiple labor market information functions & supervise assigned staff (e.g., labor market program supervisors & support staff).

At the second administrative level, incumbent plans, organizes & directs all programs & related activities within labor market information division.

**JOB TITLE**

Labor Market Analyst 1

**JOB CODE**

66331

**PAY GRADE**

28

**EFFECTIVE**

8/18/2019

**CLASS CONCEPT:**

The first full performance level class works under general supervision & requires working knowledge of social research methods & statistics in order to collect, process & report labor force &/or industry information for national economic data series, agency operations & public dissemination using historical data or simple statistics (e.g., averages; proportional analysis).

**JOB TITLE**

Labor Market Analyst 2

**JOB CODE**

66332

**PAY GRADE**

30

**EFFECTIVE**

8/18/2019

**CLASS CONCEPT:**

The second full performance level class works under direction & requires considerable knowledge of social research methods & statistics in order to collect, process & report labor force &/or industry information for national economic data series, agency operations & public dissemination using complex methods or statistical techniques (e.g., regression analysis; link relative).

**JOB TITLE**

Labor Market Analyst 3

**JOB CODE**

66333

**PAY GRADE**

31

**EFFECTIVE**

8/18/2019

**CLASS CONCEPT:**

The advanced performance level class works under direction & requires thorough knowledge of social research methods & statistics in order to serve as project/team leader over other Labor Market Analyst 3s, 66333 or serve as lead worker over lower-level labor market analysts or independently complete research projects &/or evaluate research methods &/or sampling procedures.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Labor Market Program Supervisor 2	66336	14	8/18/2019

**CLASS CONCEPT:**

The second supervisory level class works under general direction & requires thorough knowledge of social research methods & statistics, supervisory principles & techniques & managerial principles & techniques in order to plan, organize & direct one or more programs for collection, processing & reporting labor force &/or industry data series & supervise lower-level labor market supervisors &/or labor market analysts.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Labor Market Program Administrator 1	66337	15	8/18/2019

**CLASS CONCEPT:**

The first administrative level class works under general direction & requires extensive knowledge of social research methods & statistics, supervisory principles & techniques & managerial principles & techniques in order to serve as assistant program administrator in planning, developing & coordinating multiple activities in collection, processing & reporting of labor force &/or industry information of assigned program area & supervise labor market program supervisors.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Labor Market Program Administrator 2	66338	16	8/18/2019

**CLASS CONCEPT:**

The second administrative level class works under administrative direction & requires extensive knowledge of social research methods & statistics, supervisory principles & techniques & managerial principles & techniques in order to plan, organize & direct all programs & related activities within labor market information division & supervise assigned staff (e.g., lower-level labor market program administrators, support staff).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Analyst 1	66331	14	08/18/2019	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Collects agency operational statistics &/or conducts employer surveys for labor force &/or industry information series, verifies, codes & edits data & estimates values for missing cases using historical data, proportional analysis or simple statistics, proofs (i.e., including work produced by others) data & narratives (e.g., coding explanations), analyzes labor force &/or industry data, revises or updates reports & submits reports for distribution to U.S. Department of Labor, agency operations & general public.

Operates personal computer &/or video display terminal to run routine computer software packages designed & used for collecting, processing & reporting labor force & industry data; revises & maintains data files on computer.

Performs clerical duties associated with collating & processing data series (e.g., sends out mail; collates &/or sorts data &/or reports; maintains files); attends training seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; statistics; computer operations. Skill in operation of personal computer &/or video display terminal. Ability to use statistical analysis; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; interpret technical material in books, journals & manuals; prepare meaningful, precise & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science which included 1 course in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or 2 yrs. exp. in social or behavioral science which included 12 mos. exp. in application of social research methods & 3 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Analyst 2	66332	14	08/18/2019	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Collects wide variety of agency operational statistics &/or conducts employer surveys for labor force &/or industry information series, verifies codes & edits data & independently estimates values for missing cases & conducts/performs research & sampling techniques & sample to population estimating procedures using complex methods or statistical techniques (e.g., regression analysis, link relative), proofs data (e.g., work produced by self &/or others) & narratives (e.g., explanations of tables & coding), analyzes data & draws narrative conclusions, operates computer to create reports, submits reports for distribution to U.S. Department of Labor, agency operations & general public, responds to wide variety of customer inquiries from all levels regarding labor market information data, evaluates reliability, validity & timeliness of statistical reports, designs sample solicitation letters, modifies existing sampling frame & develops record keeping procedures, designs new forms & tables to improve quality & usefulness of statistical analysis, verifies & rectifies data with other Labor Market Information units or divisions & completes work in timely manner to meet frequent deadlines.

Operates personal computer &/or video display terminal to run & demonstrate routine computer software packages designed & used for collection processing & reporting labor force &/or industry data; maintains computer databases through backup & utility procedures & conducts data transmissions from one computer to another; writes simple Lotus software macros; conducts database queries & creates reports with computer software; responsible for safeguarding individual data & reports.

Performs clerical duties associated with collating & processing data series (e.g., sends out mail; collates &/or sorts data &/or reports; maintains files); attends training seminars.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; statistics; computer operations. Skill in operation of personal computer &/or video display terminal. Ability to use statistical analysis; define routine & non-routine problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; interpret technical material in books, journals & manuals; prepare meaningful, precise & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science to include 1 course in parametric statistics (e.g., regression analysis; normal distribution; analysis of variance; link relative); 12 mos. trg. or 12 mos. exp. in application of social research methods which included 6 mos. trg. or 6 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or 3 yrs. exp. in social or behavioral science which included 12 mos. exp. in application of social research methods & 6 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or 1 yr. exp. as Labor Market Analyst 1, 66331.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Analyst 3	66333	14	08/18/2019	31

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as lead worker over lower-level labor market analysts, or serves as project/team leader over other Labor Market Analyst 3's, 66333, organizes, assigns & distributes work assignments, reviews & verifies completed work for accuracy & completeness, monitors work processes on daily basis & provides training for assigned employees,

OR

Independently responsible for coordinating & completing special research projects with intra-unit & other Labor Market Information departmental units &/or evaluates research methods &/or sampling procedures, verifies & evaluates information collected, assumes duties of lead worker during absences, reviews work completed by others & monitors work processes & with either option stated above, performs more complex tasks & higher-level statistical procedures (e.g., analysis of variance or standard deviation, regression, link-relative techniques, sample/universe estimating); serves on inter-divisional project teams involving labor market information issues; completes work in timely manner to meet frequent deadlines.

Collects wide variety of agency operational statistics &/or conducts employer surveys for labor force &/or industry information series, proofs data (e.g., work performed by self &/or others) & narratives (e.g., explanations of tables & coding), analyzes data & writes narrative reports & correspondence, creates reports, submits reports for distribution to U.S. Department of Labor, agency operations & general public, responds to wide variety of customer inquiries concerning labor market information data series.

Maintains computer databases through back-up & utility procedures; conducts data transmissions from one computer to another; writes basic application programming, new or modifications to existing systems in support of data entry, data processing &/or report generation; conducts database queries & report creation; responsible for safeguarding individual data & reports.

Demonstrates procedures & computer systems for others; attends training seminars; participates in meetings & conferences pertaining to division data programs (e.g., forms development & workload improvement methodologies) & disseminates concerning same; performs clerical duties associated with collating & processing data series (e.g., sends out mail; collates &/or sorts data &/or reports; maintains files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; employee training & development\*; statistics; computer operations & basic application programming. Skill in operation of personal computer &/or video display terminal. Ability to use statistical analysis; define unusual & complex problems, collect data, establish facts & draw valid conclusions; select & use proper research methods in gathering, interpreting & developing complex data; interpret wide variety of complex technical material in books, journals & manuals; prepare meaningful, precise & accurate reports.

(\* )Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science to include 1 course in parametric statistics (e.g., regression analysis; normal distribution; analysis of variance; link relative); 24 mos. trg. or 24 mos. exp. in application of social research methods which included 6 mos. trg. or 6 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or 4 yrs. exp. in social or behavioral science which included 2 yrs. exp. in application of social research methods & 6 mos. exp. in operation of computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]).

-Or 1 yr. exp. as Labor Market Analyst 2, 66332.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Program Supervisor 2	66336	EX	08/18/2019	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, organizes & directs one or more programs for collection, processing & reporting of labor force &/or industry data series, supervises lower-level labor market program supervisor(s) &/or labor market analysts, administers labor management contract, ensures compliance with agency & division policies, ensures Bureau of Labor Statistics program deliverables are met, trains & staff in program development & operations procedures (e.g., data collection, processing & reporting techniques), develops proficiency tests, interviews & recommends applicants for hire & ensures compliance with agency & division policies regarding confidentiality, directs &/or writes application programming &/or modifies existing applications for collection, processing & reporting information & makes recommendations to high-level program administrator with budget planning & staffing needs for assigned programs.

Directs staff in complex research or methodological techniques; ensures quality & timeliness for reporting; designs &/or modifies forms & publications to gather &/or present statistical data; interprets technical manuals & assures technical merit of data; writes & revises existing manuals of instruction & technical correspondence; sets goals for staff & managers regarding program assets, plans special research projects; writes, reviews & recommends proposal requests.

Plans computer & software needs & drafts specifications; provides requested information to government officials, news media, employers & general public; negotiates specific resolutions to customer research requests (e.g., time; costs; formats); markets programs to public & engages in public relations & presentations for division; participates in meetings & conferences on behalf of division.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; supervisory principles & techniques; managerial principles & techniques; employee training & development; statistics; computer operations. Skill in operation of computer. Ability to use statistical analysis; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; interpret technical material in books, journals & manuals; prepare meaningful, precise & accurate reports. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, informing, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, & thinking strategically.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science to include 2 courses in social research methods (i.e., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 3 yrs. trg. or 3 yrs. exp. in application of social research methods which included both of the following: 12 mos. trg. or 12 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques.

-Or 5 yrs. exp. in social or behavioral science which included 3 yrs. exp. in application of social research methods (e.g., analysis of variance; multiple regression; survey methods & theory of scientific research); 12 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 12 mos. exp. in supervisory principles & techniques; 12 mos. exp. in social research methods.

-Or 1 yr. exp. as Labor Market Program Supervisor 1, 66335.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Program Administrator 1	66337	EX	08/18/2019	15

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as assistant program administrator in planning, developing & coordinating multiple activities in collection, processing & reporting of labor force &/or industry information of assigned program area (e.g., labor force reports, operations reports, current industry statistics, customer service), plans & directs projects to improve program procedures including programming, automation & reporting procedures, assists higher-level program administrator with administrative activities (e.g., division personnel & staffing levels, management of grants, division budget planning, analyzing expenditures to assure compliance with budget, establishes division goals, identifies facilities & equipment needs), supervises labor market program supervisors & ensures compliance with agency & division policies & procedures.

Establishes goals & objectives for assigned programs & advises higher-level program administrator of progress &/or problems; interprets technical manuals & assures required program products are prepared in accordance with established technical procedures & schedules; implements changes &/or prepares recommendations to division director regarding program involvement; assists in communication & negotiation of contracts & funding levels with other agencies; monitors research projects; organizes & plans meetings &/or training sessions.

Plans acquisition & repair of computer equipment; directs operation, maintenance & improvements of automated systems; assists supervisor with computer-related activities (e.g., coordinates data collection with Ohio Data Network & Bureau of Labor Statistics service center; develops plans for automated systems); reviews, tests & assists in development of application programming for division.

Responds to critical & sensitive questions from U.S. Department of Labor & Bureau of Labor Statistics; represents division & agency at meetings & conferences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; supervisory principles & techniques; managerial principles & techniques; employee training & development; statistics; computer operations. Skill in operation of computer. Ability to use statistical analysis; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; interpret technical material in books, journals & manuals; prepare meaningful, precise & accurate reports. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, informing, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, & thinking strategically.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in social or behavioral science which included 3 courses in social research methods (e.g., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 3 yrs. trg. or 3 yrs. exp. in application of social research methods to include the following: 12 mos. trg. or 12 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 3 courses or 9 mos. exp. in managerial principles/techniques & 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; 2 yrs. exp. in social research methods or statistical fields.

-Or 6 yrs. exp. in social or behavioral science which included 4 yrs. exp. in application of advanced-level social research methods (e.g., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 12 mos. trg. or 12 mos. exp. in computer operation (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 12 mos. exp. in managerial principles & techniques; 2 yrs. exp. in supervisory principles & techniques; 2 yrs. exp. in social research methods or statistical field.

-Or completion of undergraduate core program in social or behavioral science to include 2 courses in social research methods (i.e., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 4 yrs. trg. or 4 yrs. exp. in application of social research methods which included both of the following: 12 mos. trg. or 12 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques.

-Or 2 yrs. exp. as Labor Market Program Supervisor 2, 66336.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Labor Market Program Administrator 2	66338	EX	08/18/2019	16

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, organizes & directs all programs & related activities within Labor Market Information (i.e., LMI) division (i.e., including core programs operated in cooperation of U.S. Department of Labor [i.e., DOL]) & programs of data collection activities using administrative sources & sample surveys, directs analysis of employment, unemployment & related topics, issues regular & special publications relative to Ohio labor market situation, responds to requests from government agencies, businesses & general public, serves as cooperating representative to DOL, negotiates cooperative agreements, grants & performance criteria, supervises assigned staff (e.g., lower-level labor market program administrators, support staff), sets goals for division, establishes personnel & staffing policies & ensures compliance with agency & division policies regarding confidentiality.

Develops & implements comprehensive program of service (e.g., identifies information needs of users; develops products to meet needs of users [i.e., including publications & automated information delivery systems]); addresses government needs &/or requirements for planning, marketing, program performance evaluation & budget allocations; responds to information needs of program users; coordinates data analysis & dissemination activities with other state agencies.

Interprets Ohio employment & unemployment situation & trends to state & local agencies & general public; prepares materials & presentations on employment issues for governor & legislature; advises agency administrator on employment & unemployment trends & unemployment compensation issues; speaks to various statewide & local groups on labor market trends, concepts & applications; responds to media requests for information & interpretation; sets goals & directs computer automation processes for improved collection, processing & presentation of LMI.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social research methods; supervisory principles & techniques; managerial principles & techniques; employee training & development; statistics; computer operations. Skill in operation of computer. Ability to use statistical analysis; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; interpret technical material in books, journals & manuals; prepare meaningful, precise & accurate reports. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, informing, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, & thinking strategically.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in social or behavioral science which included 3 courses in social research methods (i.e., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 4 yrs. trg. or 4 yrs. exp. in application of social research methods which included 9 mos. trg. or 9 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 3 courses or 9 mos. exp. in managerial principles/techniques & 2 yrs. trg. or 2 yrs. exp. in supervisory principles in social research methods or statistical fields.

-Or 7 yrs. exp. in social or behavioral science which included 4 yrs. exp. in application of advanced-level social research methods (e.g., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology), 9 mos. exp. in computer operation (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 9 mos. exp. in managerial principles & techniques & 2 yrs. exp. in supervisory principles & techniques in social research methods or statistical field.

-Or completion of undergraduate core program in social or behavioral science to include 2 courses in social research methods (i.e., analysis of variance; multiple regression; survey methods & theory of scientific research or comparable methodology); 5 yrs. trg. or 5 yrs. exp. in application of social research methods which included both of the following: 9 mos. trg. or 9 mos. exp. in computer operations (e.g., Microsoft Office; Microsoft Access; Statistical Access; Statistical Analysis System [SAS]; Statistical Package for Social Sciences [SPSS]); 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques.

-Or 2 yrs. exp. as Labor Market Program Administrator 1, 66337.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.