Job Title: Applied Research Analyst

Grade: CS 13

Salary Range: $89,457-115,262

Job Summary:

This position is located in the Economic Security Administration (ESA) at the Department of Human Services (DHS). The position reports to the Deputy Administrator for Division of Data, Analytics, . Research and Evaluation (DARE). DARE leads a variety of research projects for ESA and conducts quantitative and qualitative data analysis to support public assistance programs administered by DHS, including but not limited to Medicaid, Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF).

The Applied Research Analyst serves as an expert for research and data analysis, and as lead for research and statistical analysis for the ESA regarding a variety of public assistance programs, policies, best practices, nuances, and implementation of initiatives. The incumbent provides leadership and direction to a team that identifies, designs, and executes field evaluations for ESA; integrates insights from the academic research into concrete recommendations for how to improve programs, policies and operations; and works with the leadership to implement needed changes in policy and program operations to improve service delivery to substantial numbers of District residents.

Duties and Responsibilities:

Performs in-depth research and analysis and provides recommendations to improve policies and practices in the ESA programs and services. The work requires expert knowledge and skills sufficient to perform a wide range of assignments, including the evaluation and presentation of professional opinions affecting policy issues, and the offering of feasible options.

Completes assignments which contribute to specific projects aimed at driving the use of evidence, rigorous evaluation, and performance improvements within ESA and OHS. Reaches out to various entities with a vested interest in the area and administration of public assistance programs to develop relationships to enhance service delivery, conduct research, studies and data collection activities, etc.

Conducts research and statistical analysis of policy and program issues. Initiates, formulates, plans, executes, and coordinates sophisticated research and statistical analysis on policy issues using statistical and analytic tools. Designs research methods for assessing the delivery of program activities, products and services. Conducts research and analysis of best practices in order to keep abreast of new and revised procedures, laws, regulations, policies industry standards, etc.

Develops and conducts survey research relating to program and service issues. Designs questionnaires, forms, charts and graphs for survey, data collection. analysis and presentation of data. Builds applicable data sets and reporting capability into existing data systems. Designs, tests and maintains complex analyses, and reports. Uses data management tools to develop, maintain, and manipulate large data sets.

Qualifications and Education

KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of research methods to design and implement research of technical competence. Strong analytical ability to make realistic statistical assessments, to design research to conduct analysis involving complex variables, and to develop recommendations based on review and analysis that are consistent with current accepted policy development, theory and practices.

Knowledge of and skill in policy analysis and formulation. Ability to collect and analyze information and data on a wide variety of policy areas that impact the District's residents served by OHS and make recommendations for improvements to processes, programs and/or laws or regulations.

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