

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is seeking a full-time Research Analyst. This is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[click here\]](#). The annual salary for this position is up to \$51,000, based on education and experience.

Qualified applicant must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@OKcommerce.gov

Review of application will begin immediately. **The deadline to apply is Friday, March 27, 2020.**

POSITION: Research Analyst
DIVISION: Research and Economic Analysis
SUPERVISOR: Michael Craig
JOB LOCATION: Oklahoma City
SALARY: \$41,000 - \$51,000
JOB NUMBER: J-707

RESPONSIBILITIES:

- Perform competitive and actionable business intelligence research, analyze issues, and assess opportunities in companies, markets, and industries.
- Conduct economic development research such as cost comparisons, competitive incentives, and workforce supply and demand.
- Effectively and efficiently complete research projects, such as demographic, occupational and industry analyses.
- Contribute to and support division research projects as assigned.

KNOWLEDGE AND SKILLS:

Must be self-directed and have strong analytical, quantitative and writing skills. Required skills include the ability to synthesize, summarize and communicate information from a variety of sources; ability to manage projects to completion in a timely manner; and, good oral communication and interpersonal skills. Must have knowledge of research principles as well as a familiarity with sources of statistical data on state and national levels, such as Census, BLS and BEA data. Must be skilled in using computers and computer software to store, retrieve and produce reports; competency with Microsoft Excel is required.

EDUCATION AND EXPERIENCE:

Completion of a bachelor's degree in business, economics, sociology, demography, public administration, or a related degree is required. Ideal applicants should have 2 years of work experience conducting policy, economic, marketing or similar analysis and research in an analyst position for a business, government, or university.

EEO/AA