

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Research Analyst. This position 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 applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to recruiter@OKcommerce.gov.

Review of application will begin immediately. **The deadline to apply is Wednesday, October 7, 2020.**

POSITION: Research Analyst
DIVISION: Research and Economic Analysis
JOB LOCATION: Oklahoma City
SALARY: \$41,000 - \$51,000
JOB NUMBER: J-714

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 completes 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 two years of work experience conducting policy, economic, marketing, or similar analysis and research in an analyst position for a business, government, or university.

AA/EEO

