

## **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.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to [recruiter@OKcommerce.gov](mailto:recruiter@OKcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Thursday, September 30, 2021.**

---

<b>POSITION:</b>	Research Analyst (Temporary)
<b>DIVISION:</b>	Workforce Development
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$15/hour; not to exceed 999 hours before one year of hire date.
<b>STANDARD HOURS:</b>	30 hours maximum per week
<b>JOB NUMBER:</b>	J-734

### **POSITION DESCRIPTION & ESSENTIAL JOB FUNCTIONS:**

This Research Analyst (Temporary) is responsible for supporting statewide workforce research and performance reporting efforts. Key responsibilities include analyzing and reporting workforce data trends and assisting in developing reports and data visualizations for internal and external audiences. These duties involve working closely with OOWD staff and workforce partners to assist in the successful completion of projects required for Workforce Innovation and Opportunity Act (WIOA) implementation.

The Oklahoma Office of Workforce Development (OOWD) houses the statewide workforce development initiative, Oklahoma Works. It is the administrative entity for the federal Workforce Innovation and Opportunity Act (WIOA) for the State of Oklahoma and administrator of Title I funds to support programs for Adults, Dislocated Workers, and Youth. The Office supports the work of the Governor's Council for Workforce and Economic Development to align education and training with businesses' needs so that more Oklahomans can achieve the American Dream, and Oklahoma's businesses can have the talent they need to grow.

- Assist in reporting federal performance for the WIOA Adult, Dislocated Worker, and Youth Programs on a quarterly and annual basis.
- Assist in the collection and analysis of state and national workforce, economic, and labor market data to identify trends.
- Create labor market briefings, economic system reports, and reports on the labor market and workforce trends for a geographic area.
- Create maps, tables, and other data visualization to reinforce concepts and variables related to performance, research, and evaluation.



- Support OOWD staff and workforce partners in the successful completion of projects, including the preparation of written reports or visual/oral presentations of findings.
- Conduct literature reviews.
- Contribute to and support division research projects as assigned
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Candidates should possess the ability to interpret federal regulations relating to federal WIOA performance reporting and research and evaluation requirements.
- Strong analytical/problem solving and excellent oral/written communication skills are essential. Ability to perform effectively in diverse environments in a professional manner. Cultivate partnerships at the local, regional, and state levels.
- Ability to read, interpret, analyze and resolve complex problems and questions; Suggest alternative approaches and processes when appropriate, and maintain confidentiality. Complete high-quality, timely projects that effectively communicate to identified audiences
- Familiarity with public sources of data on state and national levels related to workforce, education, and the labor market, such as Census, BLS, and BEA data. Knowledge of quantitative and qualitative research methods and practices.
- Skills and experience in organizing information, writing reports, and presenting material required. Must have the ability to work independently, displaying personal initiative and willingness to learn. General knowledge and skill of Microsoft applications required

**EDUCATION AND EXPERIENCE:**

- A bachelor's degree in economics, business administration, finance, geography, demographics, or a similar degree field or equivalent combination of education and experience is required.
- Experience, or an equivalent combination of education and experience, developing data reports required.
- Knowledge of interpreting labor market or programmatic performance-related data and producing reports preferred.
- Experience with data visualization and presentation tools beyond those in Microsoft Office preferred (e.g., Tableau, Power BI).
- Experience with data analytics and survey software preferred (e.g., Survey Monkey, Stata, SPSS, R).

**AA/EOE**