

## EMPLOYMENT SECURITY RESEARCH ANALYST II

### NATURE OF WORK

This is supervisory work in the collection, compilation, analysis and reporting of labor market, employment and earnings, and unemployment insurance data.

Employees supervise a staff of lower-level analysts in assigned areas of the state engaged in the collection and reporting of labor demand and supply data; or, they conduct special research studies relating to worker commuting patterns, wage rates, or employment gains or losses. Work requires the exercise of considerable judgment in the preparation of reports which will most effectively reflect the significant relationship between findings based on a number of different series of data and in relation to other findings derived from contacts and unassembled information. Employees are required to make personal contacts with industrial leaders, chamber of commerce officials, and members of state agencies concerned with related programs and the industrial development of the state. Work is reviewed through the editing of completed reports for adequacy of coverage, soundness of analysis, and effectiveness of presentation.

### ILLUSTRATIVE EXAMPLES OF WORK

Renders technical assistance to local employment office personnel on all matters pertaining to the compilation of reports, studies, and surveys related to labor supply factors.

Reviews, analyzes, and evaluates labor supply and demand reports from local employment offices in terms of adequacy and accuracy of conclusions; determines corrective measures, and plans and conducts training for personnel engaged in preparing such reports.

Conducts surveys in specific localities in order to determine labor-market needs, and number and characteristics along with sources of available labor supply.

Evaluates guide instructions in terms of applicability to the state employment security program and supplements general guides by developing techniques for use by lower-level analysts.

Prepares brochures and summaries reflecting labor supply situations in specific areas for use in promoting industrial development of the state.

Develops material designed to aid local employment office personnel in the preparation of field operation reports pertaining to such matters as current and anticipated labor demand and other placement and recruitment problems.

Contacts industrial leaders, chamber of commerce officials, and members of various state agencies concerned with industrial development of the state.

Studies and analyzes various manuals, bulletins, and reports relating to state and federal economic conditions.

Prepares related work as required.

### KNOWLEDGES, SKILLS AND ABILITIES

General knowledge of federal and state legislation pertaining to public employment services.

General knowledge of the economic and labor market conditions in the state.

General knowledge of research techniques.

Ability to establish and maintain effective public contacts.

Ability to direct personnel in the technical phases of research.

Ability to analyze raw data, determine their value, to make observations and applications, and to draw conclusions and prepare summaries from such data.

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Ability to organize and direct a research study from a general outline of the type of information-desired and the proposed use of the information.

Ability to prepare involved reports in a clear and concise manner.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a four year college or university and two years experience in the collection, compilation, and analysis of labor market or employment security data; or an-equivalent combination of training and experience.

PREPARED BY  
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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