

VACANCY ANNOUNCEMENT

Job Title: Research Analyst **Department:** Research Development and Deployment
Opening Date: December 8, 2021 **Closing Date:** Until Filled
FLSA Status: Regular Full-Time/Exempt

SUMMARY: This position will conduct research and analysis to support key initiatives in economic development, industry clusters, and talent creation/attraction. This person would excel at telling the Dallas-Fort Worth “story” using various information, data or knowledge and create clear, compelling presentations that can stand on their own or complement research studies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description. Typical duties include:

TASKS

- A. Compile, create, query, map and analyze economic, labor, and demographic data through primary and secondary research.
- B. Maintain a current knowledge of economic and business conditions. Monitor economic, demographic, and industry trends for relevance to various initiatives.
- C. Respond to research requests from internal and external sources.
- D. Assist in development of reports, dashboards, publications, and presentations

SUPERVISORY RESPONSIBILITIES: The Analyst is responsible to the Senior Vice President, Research and Innovation at Dallas Regional Chamber and WFSDallas Research Manager within established Workforce Solutions Greater Dallas, State and Federal guidelines and regulations. Work is performed under general supervision. Acts on own initiative to develop, implement, evaluate, and improve activities in relation to overall agency goals and established guidelines and regulations. The position has no staff supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor’s Degree from a four-year college or university in market research, economics, geography, public policy, business, or related field.

- Working knowledge of local business economics, existing Dallas/Fort Worth companies, area labor force dynamics, leading industry sectors, and other socio-economic and regional issues.
- Thorough knowledge of and experience with data manipulation and mastery of Excel and working knowledge of ArcGIS. Prefer experience in data visualization tools such as Tableau and MS Power BI. Knowledge of Adobe Illustrator is a plus.
- Ability to communicate complex technical information effectively, objectively, and clearly to a non-technical audience

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulation; and the ability to write reports, business correspondence, and procedure manuals; and the ability to present information; respond to questions; and interface through written and electronic mediums.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret graphs, spreadsheets, and graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and to effectively problem solve

OTHER SKILLS and ABILITIES Strong communication and interpersonal skills with the ability to act as a resource, provide customer service in a courteous manner, and work effectively with diverse groups of people at various levels within an organization. Writing skills sufficient to compose and edit a variety of documents using correct spelling, grammar, and punctuation, with the ability to pay close attention to detail and proofread work carefully.

Good organizational, time management, customer service and problem-solving skills and the ability to work accurately and meet deadlines with frequent interruptions: Organization skills to prioritize work and complete assignments accurately, either independently or as part of a team, under pressure of competing deadlines and with frequent interruptions, working from own initiative and/or following direction, policies, or procedures. Ability to use analytical and decision-making skills to offer options and resolve problems in a variety of contexts.

Strong computer skills. Knowledge of databases, spreadsheets, specialized labor market tools (i.e., EMSI, Gazelle.AI, Tableau, Power BI, Salesforce & ArcGIS) and word processing software. (Typing Speed: 60 Words per Minute).

PHYSICAL DEMANDS: The physical demands described here represent of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY: email (hr@wfsdallas.com) or bstein@wfsdallas.com resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via www.workintexas.com Job Number **(14977228)**. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.