



# Alabama Commission on the Evaluation of Services

## Lead Research and Data Analyst

### \$58,111 – \$97,716

Lead Research and Data Analyst is a position on the staff of the Alabama Commission on the Evaluation of Services. The staff of the Commission conducts analysis, performs evaluations, produces reports, and facilitates discussions among policymakers and program managers in a broad range of policy areas among state government. Through these activities, the Commission seeks to shift the focus from what we do to what we accomplish in state government.

#### **Position Purpose:**

This position will be responsible for 1) conducting thorough research into a diverse range of policy areas; 2) emphasis on conducting complex analysis that is necessary for performance, process, and impact evaluations, and 3) developing written reports and data visualizations communicating complex findings to a diverse group of stakeholders.

#### **Minimum Qualifications:**

- A bachelor's degree in economics, political science, public administration, public policy, business, or a related social science or business field.
- Requires eighteen (18) months as a Research and Data Analyst
- Relevant graduate degrees and prior professional work experience may be considered in lieu of experience as a Research and Data Analyst.

#### **Preferred Qualifications:**

- Experience with research and writing demonstrating an ability to develop, test, and analyze a problem, issue, or topic and clearly and concisely communicate the results.
- Experience creating data visualizations using software such as Power BI, R, or Tableau
- Experience with group facilitation methods to convene large groups and foster collaboration
- Experience with public program policies and operations or grant administration

#### **Description of Regular Tasks:**

- Provide guidance, coaching, and training to junior analysts to enhance their technical and analytical skills.
- Develop innovative approaches to data collections and analysis to address emerging policy issues.
- Collaborate with senior leadership to define research priorities, establish evaluation frameworks, and set long-term goals.
- Perform data analysis that furthers the understanding and contributes to the decision-making process.
- Establish and maintain quality control protocols to ensure accuracy, consistency, and rigor in research outputs.
- Ensure successful completion of research and analyses while collaborating with the policy lead and technical working groups on implementation of findings.
- Design and prepare narrative and tables/charts summarizing methods and results in various forms.
- Work independently and with team members to identify, obtain, clean, match, and prepare administrative and other secondary data for analysis.
- Contribute to communication, including, but not limited to, producing reports, and creating dynamic visualizations to display data and communicate findings to the Commission, public, agency leaders, legislators, decision-makers, and the other interested stakeholders.
- Obtain and implement technical assistance and input from outside subject matter experts and academics to improve the quality of our analyses.

#### **How to Apply:**

Email a copy of your resume including email and cell phone number to [aces@aces.alabama.gov](mailto:aces@aces.alabama.gov)