



# City of Phoenix COUNCIL RESEARCH ANALYST

(Non-classified)

JOB CODE 06320

Effective Date: 02/05

## **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to perform independent and directed research duties specific to the needs of a Council District. Assignments can be broad in scope in the form of problems to be solved or questions answered, or can be in a specialized area, such as grant writing, research, and coordination. Work requirements can include policy development and at times involve City departments, other Council districts, and other private and public organizations. Incumbents are responsible for establishing and maintaining effective public relations with media representatives and the public, and providing other professional staff and administrative support.

## **ESSENTIAL FUNCTIONS:**

- Conducts research and statistical studies specific to the needs of a Council District such as planning and policy issues, budget issues, and service levels;
- Conducts surveys, collects information, analyzes findings, makes interpretations and recommendations, and writes reports;
- Compiles data and prepares monthly, annual, and special reports;
- Prepares, researches, analyzes, and suggests solutions to Council District problems;
- Answers inquiries from District residents and other agencies as related to City programs, policies, and procedures;
- Originates, plans, and composes news items, newspaper articles, stories, bulletins, speeches, reports, letters, and radio and television scripts;
- Communicates with and responds to inquiries from Council district residents and the media, regarding City activities;
- Arranges scheduling, briefing, and broadcasting of radio and television programs and participates in these events;
- Researches, prepares, and disseminates materials and coordinates interaction of members of the news media, department, City staff, and general public in presenting information;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



## **City of Phoenix**

- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Research and design techniques, methods, and procedures.
- Data collection, coding, and survey research techniques.
- Probability statistics and central tendency measures.

Ability to:

- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees.
- Comprehend and make inferences from material written in the English language.
- Communicate in English by phone or in person in a one-to-one setting

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers' license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of administrative experience including one year of experience in governmental research, and a bachelor's degree in public or business administration or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.