



**Appointment Type:** Permanent  
**Working Time:**  
**Reference Code:** NB19625e  
**Opening Date:** 11/19/2009  
**Closing Date:** 12/31/9999



## Research Investigator 3

**\$43,148 to \$69,756 annually DOQ**

### Agency Information

PLEASE NOTE: DO NOT APPLY IN E-RECRUITING FOR THIS POSITION. PLEASE SUBMIT YOUR APPLICATION MATERIALS DIRECTLY TO THE WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD PER THE INSTRUCTIONS UNDER "OTHER INFORMATION" AT THE END OF THIS JOB POSTING. THIS RECRUITMENT IS OPEN UNTIL FILLED. THE HIRING AUTHORITY RESERVES THE RIGHT AND MAY EXERCISE THE OPTION TO MAKE A HIRING DECISION AT ANY TIME.

The Workforce Board is seeking a Research Investigator 3 to join a research team of four staff. This position serves as principal analyst and author of research reports evaluating the performance of the state's workforce development system.

Our office is located in the Olympia downtown business district near unique shops and restaurants, seasonal Farmer's Market, city parks, Capitol Lake, and the Olympia waterfront.

The Workforce Training and Education Coordinating Board was established by the Legislature in 1991 to locate planning and evaluation capacity in one place for the workforce development system. The Board focuses its efforts on the jobs that do not require a baccalaureate degree (80%). See [www.wtb.wa.gov](http://www.wtb.wa.gov) for the agency' vision, mission, goals and current activities.

### Duties

- \* Serves as principal analyst and author for research reports evaluating the performance of the state's workforce development system; including descriptions of participants in workforce programs, economic, labor market, and populations trends, industry employment and occupational forecasts; the needs of employers, and the outcomes of workforce programs.
- \* Prepares narrative reports that may include Annual Reports to the U.S. Department of Labor and the U.S. Department of Education meeting the accountability requirements of the Workforce Investment Act (or successor) and the Carl Perkins Vocational Education Act.
- \* May conduct selected data collection activities for the agency.
- \* May oversee the work of consultants and other contractors.

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## Qualifications

### REQUIRED QUALIFICATIONS

- \* A Ph.D in one of the social or behavioral sciences, economics, public finance or closely allied field and two years of experience equivalent to a Research Investigator or Economic Analyst in state service; OR
- \* Master's degree in one of the above fields and four years of experience in experimental or analytical research in a public agency, public or private research corporation, nonprofit research corporation or university research center.
- \* Candidates should have had at least three articles (not necessarily as sole author) either published or in press. These articles may not be the publication of a Master's thesis.
- \* Knowledge of social science research, data management, evaluation research methods, procedures and techniques, including multivariate statistics, the ability to use statistical and database software such as SAS, SPSS, or Microsoft Access, and the ability to write technically accurate publications for non-technical audiences.

### DESIRABLE QUALIFICATIONS

- \* Experience with use of management information system data and data warehouse products describing participation in social programs.
- \* Experience with the preparation of research reports for publication with professional quality production values, including graphic display of data.
- \* Experience with survey research, focus groups and qualitative research methods.
- \* Experience with workforce and education program evaluation.
- \* Experience with economic and labor statistics.

## Special Notes

This position is covered by a collective bargaining agreement.

Our family-friendly benefits package includes eleven paid state holidays; vacation, sick, military, and civil leave; medical, dental, life, and long-term disability insurance; state retirement plan; and optional participation in a deferred Compensation Program offering a variety of investment options.

## Other Information

### SELECTION PROCESS

Candidates must submit a letter of interest describing their interest in the position and how they meet the qualifications, a

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current resume, and three professional references to:

Workforce Training and Education Coordinating Board  
P.O. Box 43105  
Olympia, WA 98504-3105  
e-mail: [kthomas@wtb.wa.gov](mailto:kthomas@wtb.wa.gov).

This recruitment is open until filled. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidates whose qualifications are most closely suited to the specific duties of the position and the needs of the agency will be invited to meet with a screening committee, which will recommend finalists to the agency Deputy Director and Executive Director. All applicants must prove authorization to work in the United States at the time of a job offer.

The Workforce Training and Education Coordinating Board is an equal opportunity employer. Persons of disability who need assistance or alternate formats to participate in the application process may call (360) 753-5660.