

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Tuesday, September 26th, 2017.**

POSITION: Research Analyst
DIVISION: Research and Economic Analysis Services
SUPERVISOR: Christy Busch
JOB LOCATION: Oklahoma City
SALARY: \$40,000 - \$50,000
JOB NUMBER: J-668

RESPONSIBILITIES:

- Perform competitive and actionable business intelligence research, analyze issues, and assess opportunities in companies, markets, and industries.
- Conduct economic development research such as cost comparisons, competitive incentives, and workforce supply and demand.
- Effectively and efficiently complete research projects, such as demographic, occupational and industry analyses.
- Contribute to and support division research projects as assigned.

KNOWLEDGE AND SKILLS:

Must be self-directed and have strong analytical, quantitative and writing skills. Required skills include the ability to synthesize, summarize and communicate information from a variety of sources; ability to manage projects to completion in a timely manner; and, good oral communication and interpersonal skills. Must have knowledge of research principles as well as a familiarity with sources of statistical data on state and national levels, such as Census, BLS and BEA data. Must be skilled in using computers and computer software to store, retrieve and produce reports; competency with Microsoft Excel is required.

EDUCATION AND EXPERIENCE:

Completion of a bachelor's degree in business, economics, sociology, demography, public administration, or a related degree is required. Ideal applicants should have 2 years of work experience conducting policy, economic, marketing or similar analysis and research in an analyst position for a business, government, or university.

AA/EEO