

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Operations Analyst 3		Class Code: 001CE3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 12-12-14
	Summary: Incumbent has an integral part in researching solutions in widely divergent areas such as planning, forecasting, resource allocation, performance measurements, budgeting and scheduling. Incumbent is responsible for assisting in the development of strategies, solutions and process alternatives through the application of advanced analytical techniques.		

Duties:

- Gathers information about business processes, business rules, methods of data acquisition, data application and assists in interpretation of the results;
- Assists in the methodic, non-routine examinations of office specific data through the application of analysis routines, queries/scripts and prepares the results for use in custom reports, charts and maps;
- Directly supports the activities of the office through the maintenance of specialty software including data loading/unloading, mass editing of datasets, validity checks and error message interpretation;
- May test and evaluate new/existing technologies and business practices for practical implementation;
- Performs related duties as required.

Job Requirements:

- Advanced knowledge of operational, mathematical, analytical and/or statistical research techniques;
- Ability to understand and comprehend both written and verbal instructions dealing with technical and abstract theories;
- Ability to determine proper research methods to use, collect appropriate data and draw conclusions;
- Advanced knowledge of the agency mission and administrative policies;
- Advanced knowledge of computer and software programs and the ability to utilize these skills;
- Ability to take abstract concepts and formulate physical models;
- Effectively communicate, both orally and in writing;
- Excellent problem solving and analytical skills;
- Ability to research and document findings, formulate sound recommendations and make appropriate decisions;
- Ability to effectively prioritize a variety of projects/functions;
- Ability to establish and maintain effective working relationships;
- Ability to work independently.

Difficulty of Work:

Incumbent follows established research methods/procedures; however, sound independent judgment is needed in collecting, organizing and analyzing data to be used in planning projects. Duties involve the preparation of records and reports related to research projects or test results; reads, interprets and reduces data from computers. Initiative and judgment are required in completing work assignments.

Responsibility:

Work is broad in scope. Incumbent assists in planning and development of research goals and projects. Incumbent is responsible for preparing meaningful, concise and accurate reports. Decisions on unusual problems are discussed with supervisor at incumbent's discretion. Following appropriate guidelines and methods, incumbent makes a variety of recommendations and decisions.

Personal Work Relationships:

Incumbent serves in informational and/or advisory capacity with persons in agency, from other state and local agencies, business community and/or general public.