



## RESEARCH ANALYST

**APPLICATION DEADLINE IS MONDAY, JULY 8, 2019 AT 11:59PM**

**Division:** Research and Planning  
**Reports to:** Director of Research and Planning  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 32  
**Monthly Salary Range Minimum:** \$3,533  
**FLSA Classification:** Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Conducts housing research and planning projects as part of a team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Designs, plans and executes research on economic, social and policy facets of housing programs, policies, and needs; collaborates with division staff, other THDA staff, and/or field experts in both the design and execution of projects where programmatic or field expertise is needed.
- Performs descriptive statistical analysis on data.
- Provides spatial data analysis and display for division research projects and agency communications.
- Analyzes and evaluates policy implications; presents relevant findings in writing and in multimedia reports, articles, policy issue briefs, working papers, study findings, fact sheets and executive summaries.
- May lead the preparation of the statewide comprehensive housing plans and reports in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, including the Consolidated Plan and annual Action, Plan, Consolidated Annual Performance Evaluation Report and Substantial Amendments.
- Provides market analysis for housing demand and need.
- Builds relationships with external planners and professionals in housing and related fields.
- Collaborates with professionals in a variety of fields to accomplish organizational and division goals.
- Plans and participates in multimedia presentations and public meetings at venues across the state.
- Sources, collects, and utilizes special purpose data for planning and programmatic purposes.
- Monitors federal regulations for changes and impacts to programs and organizational planning.
- Completes ad hoc reports in response to executive inquiries.
- Receives and responds to requests for information from other divisions, the general public, agency partners, private organizations, and other governmental agencies, in accordance with organizational customer service guidelines.
- May serve as a team leader in the development or execution of division projects; may lead others in the execution of research projects.
- May manage technical assistance or data contracts.
- Completes other technical, analytical, GIS-related, and administrative projects as needed.

### MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**Education and Experience:**

- Bachelor's Degree in the social sciences, public administration, or closely related field including at least one course in statistics and one upper-division or graduate course in discipline-specific research methodology preferred.
- Two years of full-time experience in research, planning, and/or analysis.
- Experience with using and analyzing large datasets and conducting quantitative analyses.
- Expertise in one or more of the following areas is preferred: survey administration; real estate market analysis; housing finance; urban planning; community development; construction or design (including energy efficient construction); local government policy (property taxes and assessment, zoning, etc.)

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Ability to conduct analyses in GIS and other statistical software (e.g. SPSS, Stata, R, SAS or similar program).
- Ability to synthesize complex policy and programmatic information into program relevant research to help with the management and discussion of THDA policy and strategic priorities.
- Capacity to hypothesize, operationalize hypotheses, create a research design, execute research, and analyze results using appropriate methods, and present results effectively in both verbal and written form with guidance from division leadership.
- Ability to write professional and technical reports, involving combinations of maps, graphs, charts, tables and text, for diverse audiences.
- Ability to work effectively as part of a multi-disciplinary team.
- Competent in effective public speaking.
- Strong organizational skills; ability to handle multiple priorities and consistently meet established deadlines.
- Strong time management skills.
- Exercises good judgment in evaluating complex situations.
- Ability to adjust to frequent procedural changes.
- Documents regularly, thoroughly, accurately, and completely.
- Shows a high level of attention to detail and accuracy.
- Builds and maintains positive relationships with internal and external constituents.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER  
APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION  
PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE  
APPLICATION INSTRUCTIONS**