

EXEMPT RECRUITMENT ANNOUNCEMENT

Research Associate / Senior Research Associate

Recruitment Period: August 27, 2012 – September 21, 2012

The Washington State Institute for Public Policy (Institute) is a nonpartisan research organization that conducts public policy research at the request of the Washington State Legislature. A Research Associate/Senior Research Associate works in a multidisciplinary setting that includes staff with degrees in economics, criminal justice, public policy, and related fields. The Institute offers a stimulating, team-oriented work environment. The majority of funding is from state government sources; this position is not expected to obtain external funding.

The Institute is strongly committed to the core values of quality and objectivity. The position requires strong statistical skills. This exempt position serves at the discretion of the director.

Mission

The Institute's mission is to carry out non-partisan research—at legislative direction—on issues of importance to Washington State. The Institute conducts research activities using its own policy analysts and economists, specialists from universities, and consultants. Institute staff work closely with legislators, legislative and state agency staff, and experts in the field to ensure that studies answer relevant policy questions. Fiscal and administrative services for the Institute are provided by The Evergreen State College.

Areas of Expertise

Current areas of staff expertise include health care, economics, education, criminal justice, welfare, children and adult services, utilities, general government, and the costs and benefits of prevention programs and policies. The Institute also collaborates with faculty and consultants to extend our capacity. For many projects, we merge administrative data from several agencies, significantly reducing the cost of conducting research on the outcomes and performance of public programs.

Position Purpose

The Research Associate/Senior Research Associate will work with team members to conduct quantitative research on public policy topics. Assignments will require problem formulation, research design, data and fiscal analysis, report writing and presentations. The level of the position will depend on the individual's education and work experience.

Essential Duties

- Design and conduct primary research on major public policy topics to inform state decision makers.
- Analyze research articles for inclusion in meta-analyses, making sophisticated decisions about research design, variables, and effect sizes.
- Prepare reports and present findings for legislative audiences.

Minimum Qualifications

- Ph.D. or M.S. / M.A. (or equivalent) in economics, public policy, or a related quantitative social science.
- Advanced college coursework and/or work experience in quantitative methods such as logistic regression, hierarchical linear modeling, and other advanced econometric techniques.
- Experience analyzing large datasets.
- Knowledge of SAS, STATA, R or equivalent software; applicant must demonstrate ability to write programming code and interpret existing code.

Desirable Qualifications

- Recent work experience or graduate-level training in econometrics.
- Experience or graduate-level training in cost-benefit analysis.
- Advanced knowledge of Microsoft Excel, including facility with macros, user forms, and statistical and reference worksheet functions.
- Experience using Visual Basic for Applications (VBA).
- Work experience in a government setting or a consulting firm with government clients.
- Demonstrated interest in public policy issues.

Knowledge, Skills, and Abilities

- Strong skills in writing for policymakers and communicating complex information to lay audiences.
- Ability to work diplomatically, professionally, and in a nonpartisan manner.

Compensation

This position serves at the pleasure of the Director and is exempt from civil service laws. Compensation will be dependent on experience, educational background, and qualifications.

Retirement and Deferred Compensation Benefits

Institute employees are required to participate in The Evergreen State College's Retirement Plan, currently through [Teachers Insurance and Annuity Association/College Retirement Equities Fund \(TIAA/CREF\)](#), unless they have held membership in the Washington Public Employees' Retirement System or the Washington State Teachers' Retirement System. The employee and the College contribute equal percentages based on the age of the employee. The employee becomes vested in the plan immediately upon participation. In the event the employee leaves state employment prior to retirement, she/he can initiate payment options as offered by TIAA/CREF.

Employees also have the ability to participate in the [Deferred Compensation Program \(DCP\)](#). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Vacation/Sick Leave/Holidays

Institute employees accrue 16 hours of vacation leave and 8 hours of sick leave per month of service, which may be utilized from the first month of accrual.

Full time employees are entitled to ten paid holidays each calendar year, as well as an additional personal holiday each calendar year.

How to Apply

Please complete and submit all of the following application materials:

1. A letter of application (not to exceed 5 pages) that thoroughly describes how your qualifications, education, training, and work experience has prepared you to demonstrate the Minimum Qualifications and the Desired Qualifications, and the Knowledge, Skills, and Abilities statements listed above.
2. A resume that includes a chronological work history that details your education, training and professional experience, including months and years in each position.
3. At least three work-related references including name, address, and telephone number.

Note: By providing this information you are authorizing the Institute to contact your references.

The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You

understand that the hiring committee may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired. The screening committee will conduct telephone interviews with semi-finalists for the position. Those selected for these interviews will be asked to submit three writing samples, including at least one that analyzes/interprets quantitative data.

If invited for an in-person interview, you will be required to pay your own travel expenses.

Materials may be submitted using any one of the following options:

- Email: jobline@evergreen.edu (please put 'WSIPP Research Associate' in subject line)
- Mail: The Evergreen State College
Human Resource Services, Library Bldg Room 3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- Fax: (360) 867-6823
- Or in person to The Evergreen State College Human Resource Services office, Library Building room 3102.

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

The Washington State Institute for Public Policy is an equal opportunity employer. We welcome diversity in the workplace and encourage all minorities and women to apply.