

**PENNSYLVANIA STATE EDUCATION ASSOCIATION**  
**Job Description**

<b>Job Title:</b>	<b>Researcher: Survey Analysis and Quantitative Assessment</b>
<b>Location:</b>	<b>PSEA Headquarters, Harrisburg</b>
<b>Reports to:</b>	<b>Assistant Executive Director for Program Services</b>
<b>Starting Salary:</b>	<b>\$113,143</b>

The responsibilities of this position include conducting surveys on collective bargaining, strategic planning, and education issues, as well as implementing other assessment studies; working with external consultants on public opinion surveys; overseeing the data related component of PSEA's strategic assessment process; responding to inquiries regarding statistical and demographic information; developing and delivering expert testimony at fact-finding and arbitration proceedings.

Ideal candidates will possess an advanced degree in Labor Relations, Economics, Sociology, Industrial Psychology or a relevant field of study. Candidates with a bachelor's degree will be considered if they can demonstrate high levels of quantitative and statistical skills including experience analyzing large, complex datasets. This position requires excellent quantitative and statistical skills, and strong written and verbal communication skills. Prior survey experience is a plus.

**Job Summary**

This position is responsible for performing and reporting on a variety of complex qualitative and quantitative statistical analyses of data related to school finance, teacher compensation, opinion research, education and related systems which affect public education and PSEA members. This position is responsible for fulfilling regular requests from field staff and members on issues of school finance, bargaining, compensation, surveys and assessment. Job incumbents review and analyze proposed legislation, teacher and ESP contracts, arbitration decisions, etc., build and analyze education and economic datasets, administer various systems in support of the goals and objectives of PSEA (e.g., the Collective Bargaining System), provide user training to PSEA staff, and act as an expert witness in fact findings, interest arbitrations, and budget hearings.

**Job Duties and Responsibilities:**

1. Responsible for maintaining databases (e.g., PSEA school finance, strategic planning, survey, etc.) to ensure data is accurate and that utilization is both efficient and effective.

2. Conduct analyses of data for distribution to staff and local leaders. Prepares studies from the data base for use as part of the PSEA lobbying efforts.
3. Produce reports dealing with such statewide issues as tax reform, school funding, collective bargaining, subcontracting, compensation, educational policy research, and other topics as assigned.
4. Produce analyses for individual school districts and locals as required (e.g., school district financial analysis) and report on findings.
5. Work with staff and local leaders to project the impact of the local financial condition on PSEA's goals and objectives.
6. Monitor and analyze the impact of changes in standard economic indices, data, and reports of the federal government and distribute the results to members and staff.
7. Conduct workshops for staff and members on teacher compensation, school finance, budget analyses, the Collective Bargaining System, and other topics as assigned.
8. Organize and present advocacy data in support of PSEA bargaining units at impasse with their employers.
9. Fulfill regular requests from field staff and members on research issues, including school finance and compensation.
10. Act as expert witness and assist field representatives in fact finding and interest arbitration cases.
11. Provide direct assistance to local associations bargaining contracts.
12. Conduct qualitative and quantitative research and write reports for publication and presentations.
13. Work with PSEA field and legal staff on grievance arbitrations.
14. Monitor relevant political, economic, education, demographic, and labor relations trends.
15. Present research findings and information to technical and nontechnical audiences.
16. Work with members and staff to enhance advocacy skills in the area of school finance, school employee compensation, impasse procedures, budget analysis, etc.

17. Other duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of research principles, methods, concepts, practices and affiliated survey and statistical applications and its administration.
- Knowledge of principles, methods, concepts, and practices of compensation models, alternative compensation systems, salary schedule structures and components, market influences, and general application of contract language regarding movement through pay schedules.
- Knowledge of advanced techniques used in policy research and program analysis.
- Knowledge of current teacher pay and advocacy issues as well as finance issues facing public education and its schools.
- Knowledge of statistical concepts and methods and their application to educational research.
- Knowledge of union contract structure, the labor movement, and common union issues in collective bargaining.
- Possession of the mental and interpersonal aptitudes that lend to effective extemporaneous response, explanation of pertinent research constructs, and delivery of expert testimony.
- Skill in organizing research initiatives and applying complex quantitative and analytical methods in the conduct of research.
- Skill in identifying and correcting methodological research flaws within a specialized area.
- Strong verbal (both in dialogue and group presentations) and professionally written communications skills.
- Skill in applying advanced statistical packages, such as SAS, SPSS, or Excel in the specialty.
- Skill in effective organization of work and handling multiple priorities effectively.
- Ability to design and conduct research and evaluation studies in specialized area.
- Ability to develop original ideas, new approaches and solutions, and assemble and present information for ambiguous and confrontational situations.

- Ability to formulate research hypotheses and structure research designs to account for relevant variables and the issues to be studied.
- Ability to develop measurement, testing, and evaluative procedures and instruments with reliability, relevance, and validity.
- Ability to prepare and persuasively deliver talking points, testimony, training programs, and presentations on assorted compensation issues.
- Ability to consult effectively with leaders, members, and all levels of Association management, staff, Boards, and governance.
- Ability to professionally conceive and work with Communications staff to layout, produce, and edit publications.
- Ability to assess interpersonal dynamics, bases of influence, undisclosed agenda, and motives of key players, advocates, or media representatives in varied meetings and proceedings by reacting responsibly, quickly, and decisively to the issues put forth in their presentations and position statements.
- Ability to assess conditions quickly and alter one's decisions and actions in the face of changing facts and complex circumstances.
- Possession of attributes reflective of supportiveness of the values, goals, and mission of PSEA, which includes the tenets of unionism, quality education, and appropriate compensation, professional development, and working conditions for teachers, other professionals and technicians, and support personnel.
- Ability to work cooperatively with all Research staff as well as other PSEA staff on projects and assignments.

### **Education, Experience, and Special Requirements**

An advanced degree in Labor/Industrial Relations, Economics, Organizational Behavior, or a related field and experience using statistical packages (e.g., STATA, SAS, SPSS, etc.) is required.

Candidates with a bachelor's degree will be considered if they can demonstrate strong quantitative skills (experience analyzing large, complex datasets) and possess a degree in Statistics, Economics (with econometric classes), Actuarial Science, or related fields.

The position requires excellent quantitative skills, strong written and verbal skills, as well as experience and/or training in collective bargaining. Experience/expertise in quantitative research methodology is necessary, and expertise/knowledge of assessment and evaluation is preferred.

PSEA provides an excellent comprehensive benefits package that includes employer paid medical insurance for employee and dependents. We also provide a pension and 401k plan for our employees.

If interested in applying for this position, please email a letter of interest and resume to [jobs@psea.org](mailto:jobs@psea.org). The application deadline is January 17<sup>th</sup>.

PSEA is an Equal Opportunity/Affirmative Action Employer.