

WSIPP Job Recruitment Research Associate II—Generalist

Opened: August 22, 20203

Closes: September 19, 2023

Salary Range: \$7,366-\$9,575 per-month of full-time work (DOQ)

Special Note

This position is full-time, overtime-exempt, an “at-will” appointment, and exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. These exempt positions serve at the discretion of the WSIPP Director.

Washington State Institute for Public Policy Profile

The Washington State Institute for Public Policy (WSIPP) is a nonpartisan public research group located in Olympia, the hub of the Washington State government. WSIPP is a team of multidisciplinary researchers who conduct applied policy research for the state legislature in a creative and collaborative environment.

WSIPP is strongly committed to the core values of nonpartisanship, quality, and impartiality. Created in 1983, WSIPP has become nationally and internationally recognized for the design, depth, and quality of its research reports and benefit-cost analyses.

Position Purpose

Research Associate IIs conduct research on public policy topics. The work primarily involves research design, data analysis, meta-analysis, report writing, and presentations. In addition, Research Associate IIs may assist in or lead the design and implementation of empirical outcome evaluations. The position involves frequent collaboration with other WSIPP researchers and consultation with legislative members, legislative staff, state agency staff, external researchers, and other stakeholders.

This position conducts quantitative research in a variety of policy areas. This position operates under the general direction of WSIPP leadership and various project leads. The ideal candidate will have a background in policy analysis and a broad interest in evidence-based public policy; be a self-starter; be comfortable with ambiguity; possess strong quantitative, data analytical, communication, project management, and interpersonal skills; and be eager to learn.

Nature and Scope

WSIPP conducts research at the direction of the Washington State Legislature or WSIPP’s Board of Directors. Research areas include public health, criminal justice, early learning, K-12 education, higher education, child welfare, behavioral health, and health care.

The successful candidate will be responsible for leading and participating in various research assignments, including outcome evaluations, literature reviews, and quantitative analyses of state

administrative data. This position is expected to be flexible and adaptable in supporting more than one of WSIPP's current assignments and will likely need to pivot as new assignments are received.

Essential Functions

- Conduct and/or support sophisticated quantitative research, including analysis of large state and national datasets, outcome evaluations, meta-analysis, and benefit-cost analysis as needed.
- Perform data processing and analysis tasks, such as data organization and management, monitoring data quality, developing documentation, applying statistical and/or data science methods, and creating data visualizations.
- Link, manage, and manipulate large datasets for empirical analyses.
- Develop detailed project plans and timelines, manage project resources, and hold self and team members accountable for assigned work and deliverables.
- Consult with legislative staff, state agencies, local governments, national experts, and stakeholders.
- Write reports and present findings to the legislature and other technical and lay audiences.

Additional Duties

- Complete other projects upon request. Work portfolios may vary depending on new legislative and Board-approved assignments.

Knowledge, Skills, and Abilities

Demonstrated experience:

- Performing advanced statistical analysis, including experience using a statistical package such as Stata or R.
- Managing and organizing multiple datasets.
- Verifying data files and analyses.
- Designing and planning the data workflow on tasks and projects.
- Applying project management skills to independently accomplish work as a participant responsible for completing work on project teams and/or as project lead.
- Independently and flexibly managing workload to meet assigned deadlines, including developing individual timelines while adhering to broader project schedules, knowing when to escalate issues, and when to adjust resources.

Ability to:

- Apply exceptional interpersonal expertise to seek out and build positive working relationships with leadership, project team members, and internal and external stakeholders.
- Work diplomatically, professionally, and in a nonpartisan manner on all issues ranging from day-to-day to controversial topics.
- Critically review research literature and draw policy-relevant conclusions.
- Apply knowledge of rigorous scientific outcome evaluation methods.
- Take initiative and propose solutions to potential problems.
- Tolerate ambiguity and effectively handle tasks that are not clearly defined.
- Present research findings orally and in writing to both technical and lay audiences.
- Work across multiple disciplines and with a variety of legislative and state agency partners.

Minimum Qualifications

- Education requirement:
 - Master's (or equivalent) in public policy, economics, or a relevant discipline plus two years of full-time, paid research experience; OR
 - Ph.D. in public policy, economics, or a relevant discipline.
- At least two years of experience and/or coursework conducting data analyses with survey or administrative datasets.
- At least two years of experience and/or coursework using quantitative methods.
- At least two years of experience managing research projects.

Desired Qualifications

- Recent work experience or graduate-level training in statistics, meta-analysis, econometrics, outcome evaluation, or benefit-cost analysis.
- Work experience in a government setting.

Work Environment

The Research Associate II works in an office environment with occasional group meetings. Occasional travel to meet with stakeholders may be required. Flex scheduling is allowed, and a partial telecommuting schedule may be approved by the Director.

Conditions of Employment

- Must provide proof of identity and employment eligibility within three days of beginning work.
- Prior to a new hire, a background check, including criminal record history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

To Apply

Please visit <https://evergreen.peopleadmin.com/postings/3672> to apply.