

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LIBRARY RESEARCH ANALYST

JOB DESCRIPTION

Employees in this class series function as professional library research analysts, completing or overseeing a variety of assignments in support of professional librarians. Responsibilities include research, report preparation, and various patron assistance activities.

There are four classifications in this job.

Position Code Title - Library Research Analyst-E

Library Research Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional library research analyst assignments while learning the methods of the work.

Library Research Analyst 10

This is the intermediate level. The employee performs an expanding range of professional library research analyst assignments in a developing capacity.

Library Research Analyst P11

This is the experienced level. The employee performs a full range of professional library research analyst assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title - Library Research Analyst-A

Library Research Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Coordinates collection, publication and distribution of library statistics and surveys.

Develops databases and on-line statistical collection.

Drafts articles and reports to present statistical data and analyses in various formats.

Reviews, analyzes and resolves discrepancies in data and information transmissions.

Reviews and suggests revisions to library processes and procedures affecting the provision of services to specialized patron groups.

Provides logistical support in the management of books and other library materials.

Develops a variety of ready reference materials in electronic and traditional formats for use by staff and patrons.

Acts as liaison between the library and various external customers.

Provides reader advisory services for special patron groups.

Assists in the planning and presentation of workshops and conferences.

Prepares and maintains procedural manuals related to the work.

Maintains records and conducts correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Library Research Analyst 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Library Research Analyst 12 (Senior Worker)

Performs on a regular basis professional library research analyst assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of research and analysis.

Knowledge of the tools of management, such as procedural manuals, training materials, records and reports, and studies applicable in evaluating programs or services.

Knowledge of the initiation, development, accomplishment, and evaluation of public programs or services.

Ability to analyze and evaluate information from a variety of sources.

Ability to construct and conduct surveys.

Ability to prepare reports, maintain records, and conduct correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Library Research Analyst 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Library Research Analyst 9

No specific type or amount is required.

Library Research Analyst 10

One year of professional experience reviewing policies and procedures used to determine and maintain patron eligibility, including one year equivalent to a Library Research Analyst 9.

Library Research Analyst P11

Two years of professional experience reviewing policies and procedures used to determine and maintain patron eligibility, including one year equivalent to a Library Research Analyst 10.

Library Research Analyst 12

Three years of professional experience reviewing policies and procedures used to determine and maintain patron eligibility, including one year equivalent to a Library Research Analyst P11.

Special Requirements, Licenses, and Certifications

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LBRRSALT

Job Code Description

LIBRARY RESEARCH ANALYST

Position Title

Library Research Analyst-E

Library Research Analyst-A

Position Code

LBRSEALTE

LBRSEALTA

Pay Schedule

W22-008

W22-041

JZ

01/27/2019