

# Employment Opportunity with the State of Minnesota

Date Posted: 10/13/2010 Closing Date: 10/22/2010  
 Job Classification: RESEARCH ANALYST  
 Working Title: Research Analyst  
 Hiring Agency: Asian-Pacific Council  
 Division/Bureau: Council on Asian Pacific Mn  
 Location: St. Paul  
 Salary Range: \$ 16.41 - \$ 23.74 hourly, \$ 34,264 - \$ 49,569 annually  
 Who May Apply: Open to all qualified job seekers.  
 Posting Number: 10APCO000001

Work Shift: Day Shift Travel Required: no  
 Days of Work: Monday-Friday , 8:00 am-4:30 pm Employment Condition: Permanent, Full-time  
 Classified Status: Unclassified

Job Duties:

- \*Conduct feasibility studies on the development design and/or implementation of new projects and activities in the Pacific Asian community.
- \*Design culturally sensitive research methods and procedures that are relevant to the Asian Pacific community.
- \*Conduct field studies and develop appropriate data base to contain information.
- \*Participate in appropriate minority data collection efforts with State and other non-profit organizations.
- \*Prepare directories/catalogues of available data and assist in its dissemination.
- \*Review and track legislation and it's impact on the Asian Pacific community.
- \*Develop and maintain data bases on Asian-Pacific community according to area of study.
- \*Analyze and prepare reports on Census and other demographic data.
- \*Prepare culturally appropriate reports on Asian Pacific demographics, immigration trends, school enrollments, and other needs / issues.
- \*Assist in the dissemination of legislative recommendations to appropriate componenets.
- \*Prepare final analysis on reports and assist in their distribution.
- \*Work closely with the State Planning Agency, U.S. Census Bureau, school districts, and other pertinent sources to collect data and participate in their minority data collection efforts.
- \*Work with the executive director in her/his effort to collect data on Asian Pacific Islander's needs and concerns from the community.
- \*Assist the executive director in drafting legislation and preparing recommendations for amendments to existing legislation.

Minimum Qualifications:

- \*Bachelor's degree in the social sciences and 2 years experience research and writing in a public policy setting.
- \*Must provide writing sample

Preferred Qualifications:

- Master's degree in public policy, applied research or related field.

Selection Process: You must submit a writing sample. Send to HR contact indicated.

The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply:

You must submit a writing sample. Send to HR contact indicated.

You are strongly encouraged to submit your resume to the database through the online Resume Builder at <<https://statejobs.doer.state.mn.us/ResumeBuilder>>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the <Apply for this job> box found near the top of this announcement.

Effective July 1, 2009, Minnesota Statute 43A.11 provides special consideration for Recently Separated Veterans. To be considered a Recently Separated Veteran, you must meet the following criteria:

1. have separated under honorable conditions from any branch of the armed forces of the United States;
2. have served on active duty for 181 consecutive days or more or for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
3. be a United States citizen or resident alien;
4. have served in active military service at any time on or after September 11, 2001 as shown on your form DD-214.

If you meet ALL of the above criteria for a Recently Separated Veteran, it is your responsibility to send a copy of your form DD-214 or statement of service by mail, e-mail or fax to Human Resources, 658 Cedar Street Suite 301, St. Paul, MN 55155, [patrick.prose@state.mn.us](mailto:patrick.prose@state.mn.us), fax: 651-296-0579. We must receive this information by Oct 29, 2010. Please reference vacancy number 10APCO000001 in text.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

Contact for more info: Patrick Prose , 651.201.2603 / [patrick.prose@state.mn.us](mailto:patrick.prose@state.mn.us)

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).

