

QUALIFICATION STANDARDS (Minimum Requirements)	
Position	MANAGEMENT INFORMATION/SYSTEMS RESEARCHER
Salary Grade	12
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional); Second Level Eligibility
Additional Requirements by the End-User:	
<i>Professional Experience</i>	Must have a minimum of one (1) year relevant experience in all facets of research and analysis with four (4) hours of training related to the job and experience on helpdesk operations.
<i>Knowledge Required</i>	Understanding of research/analysis techniques and knowledge of word processing, spreadsheet, email and related applications. Knowledge of company rules and regulations.
<i>Skills Required</i>	Ability to communicate effectively both orally and in writing. Ability to gather information as required and document results.