



*CEA*  
*Connecticut Education Association*

**Research Analyst (“Information Services/Research Associate”)**

**Based in Connecticut**

**ABOUT US:**

Connecticut Education Association is a dedicated educators’ labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since we were formed in 1848.

The Connecticut Education Association (CEA) is seeking applicants for the position of Research Analyst (“Information Services/Research Associate”).

The position is directly responsible for the preparation, analysis, development, and production of research data provided to local affiliates related to their role as the Collective Bargaining Agent. The position has the responsibility to provide research, technical support, and training to staff in the Affiliate Services & Member Training department. The position also provides research assistance to all other divisions within CEA, including Governance and the Office of the Executive Director, as appropriate.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Work with union representatives in preparing exhibits for negotiations, mediations, and arbitrations.
- Participate in onsite negotiations, mediations, and arbitrations.
- Reconfigure and troubleshoot problematic salary schedules. Advise union representatives, bargaining teams and board attorneys, when necessary, as to what may be an equitable solution.
- Develop and update network databases for research reports.
- Provide training to union representatives and administrative staff on applicable research programs and databases.
- Interpret and organize data into programs and databases making it user friendly for staff and local affiliates.
- Responsibility for the development and production of a variety of school and municipal finance related reports.
- Work in a collaborative fashion across multiple departments.

- Maintain technical knowledge of department programs in order to provide data and advice critical to the design of information systems and report formats.
- Develop and update settlement reporting database to include salaries, insurance, and contract language.
- Provide research assistance to other departments, including Governance, and the Office of the Executive Director.
- Make recommendations to improve and upgrade department's research capabilities.
- Willingness to work long hours including evenings and weekends.
- Other duties as needed.

### **MINIMUM REQUIREMENTS:**

- Must be an energetic self-starter, who is highly organized. Someone who welcomes challenges and is able to work effectively under pressure situations in a fast-paced environment with limited day-to-day supervision.
- Strong analytical skills.
- Highly organized with prior experience supporting professional staff in an office environment.
- Demonstrated ability to use discretion, diplomacy and make sound judgements.
- Proficiency with MicroSoft Office Suite and ability to learn to use various computer programs and databases.
- Excellent interpersonal skills with ability to deal with various personalities.
- This position requires the strictest confidentiality due to access to confidential member information.

### **PAY AND BENEFITS**

The salary range is \$78,791 to \$109,196 annually determined by experience. We also offer medical, dental and vision plans, a retirement plan, and paid holidays, vacation days, personal days, and sick time.

### **EQUAL OPPORTUNITY**

Connecticut Education Association is an equal opportunity employer and we are committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply.

### **APPLICATIONS**

Interested parties should submit a résumé and cover letter to Lisa Bickford at: [lisaAB@cea.org](mailto:lisaAB@cea.org) no later than Friday, January 13, 2023.