

**UNITED TEACHERS LOS ANGELES**  
**3303 Wilshire Blvd., 10<sup>th</sup> Floor**  
**Los Angeles, CA 90010**  
**Phone: (213) 487-5560**  
**FAX: (213) 368-6256**

**POSITION AVAILABLE**

**RESEARCH SPECIALIST**

**JOB DESCRIPTION**

The Research Specialist is assigned to provide services for the officers, staff, and members on a citywide basis. The Research Specialist is responsible to the Communications Director.

**DUTIES AND RESPONSIBILITIES**

- A. Monitor and maintain a database of pertinent information that is relevant for bargaining, organizing and preservation of the tenets of UTLA.
- B. Attend and analyze material from LAUSD Board Meetings and sub-committee meetings on a regular basis.
- C. Ability to focus on the current educational trends to determine or make appropriate strategic recommendations.
- D. Research areas of fiscal improprieties, financial misappropriations, and organizational issues within LAUSD, charters or educational entities that employ UTLA members.
- E. Develop, research and recommend toolkits for member representation.
- F. Regular analysis of LAUSD and Independent Charter budget documents.
- G. Prepare reports, data analyses and presentations on LAUSD and Independent Charter policies including the on-going implementation of state and federal mandates.
- H. Ability to provide research as needed for Field & Organizing, Communications, Political and Governance areas as requested.
- I. Collect and analyze information available to support UTLA campaigns
- J. Maintain research library.
- K. Perform other duties as assigned by the Strategic Research Director.

**PRIMARY KNOWLEDGE, SKILLS, AND ABILITIES**

- A. Demonstrated quantitative and analytic skills as well as familiarity with public and private data sources.
- B. Competency with software applications including strong proficiency in Excel, PowerPoint, and other analytical tools, including the ability to create graphs, presentations, and reports.
- C. Comprehensive communication skills for oral, written, and visual presentations.
- D. Knowledge of current educational issues, union structures, and general methods of operation.

- E. Experience collecting and analyzing data related to budgets, compensation, economic and demographic surveys, reports and databases, employer staffing and financial reports, real estate, contracts, corporate structures and relationships, and labor agreements.
- F. Completion of an undergraduate degree.
- G. Ability to handle multiple assignments and meet deadlines.

## **SECONDARY KNOWLEDGE, SKILLS, AND ABILITIES**

- A. Experience conducting industry research considered a plus, especially in the education sector.
- B. Familiarity with programs such as Access, SQL, Oracle, R or Stata a plus.
- C. Prior work experience in a union environment is preferred.
- D. Familiarity with UTLA and/or its affiliates.

## **SALARY AND BENEFITS**

Starting salary range, January 2024, \$101,198 – 107,222, depending on related experience.

Benefits include medical, dental and vision coverage for the employees and their eligible dependents.

## **HOW TO APPLY**

Please contact Cristina Alfonso, at calfonso@utla.net for an application and details of documents to be submitted with the application. Two letters of recommendation demonstrating experience and knowledge will be required when submitting application and other requested documents. ***All required documentation including completed application, letters of recommendation, resume and requested documents must be received by UTLA no later than January 2, 2024.***

**UTLA IS AN EQUAL OPPORTUNITY EMPLOYER**