

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 2472800

Deputy Director Labor Department Research & Statistics, M-5	2472800
Director Labor Department Research & Statistics, M-6	2472900

Brief Description of Class Series

These positions direct and oversee the Department of Labor Research and Statistics Division. This Division informs labor market policy at the State level and provides New York State labor market information. These positions are only classified at the Department of Labor (DOL).

Distinguishing Characteristics

Deputy Director Labor Research Department Research & Statistics: managerial; functions as the assistant director of the Labor Research & Statistics Division.

Director Labor Research Department Research & Statistics: non-competitive; director; oversees the Labor Research & Statistics Division.

Illustrative Tasks

Deputy Director Labor Research Department Research & Statistics:

Assists in overseeing the Research and Statistics Division.

Assists in directing the work of employees engaged in the research, evaluation, and reporting of labor market and workforce statistics, trends and conditions impacting New York State.

Coordinates operations to ensure uniform application of policy and procedure.

Provides direction and training on new policies and procedures.

Represents the Division on intergovernmental boards and committees with the public and other agencies.

Prepares routine and special reports on the operations of the Division such as fiscal, goals, and objectives.

Director Labor Research Department Research & Statistics:

Oversees the work of employees engaged in the research, evaluation, and reporting of labor market and workforce statistics, trends, and conditions impacting New York State.

Develops overall workplan for the Division.

- Reviews proposals for new projects and determines project priorities.
- Coordinates work of the Division with the needs of the Department and other State, federal, and local entities.
- Performs administrative activities such as funding allocations and staff development.

Plans and oversees the development and dissemination of labor market and related career information.

Directs or personally conducts special research studies for the Office of the Commissioner of Labor.

Develops and maintains inter- and intra-agency involvement and cooperation to ensure that Division products are useful.

Investigates and adopts strategies for presenting data using modern data analytics platforms.

Collaborates with the Department's Office of Communications to create reports, studies, and fact sheets with maximum visual impact and simple, concise messaging.

Directs and ensures that contract deliverables and planned products meet quality and timeliness standards as well as user needs.

Establishes and implements internal control practices to ensure all deliverables are accurate and appropriately documented.

Oversees the development and evaluation of Department programs, and oversees actuarial forecasts and analyses of the Unemployment Insurance (UI) Trust Fund.

Represents the Department at various intra and inter-departmental committee meetings and conferences.

Reviews proposed State or federal legislation, and submits comments or recommendations regarding impact on employers, workers, or Department operations.

Minimum Qualifications

Deputy Director Labor Research Department Research & Statistics

Promotion: one year of service as a Chief of Employment Security Research and Evaluation; Chief of Labor Statistics; or Chief of Labor Market Information.

Director Labor Research Department Research & Statistics

Non-Competitive: a bachelor's degree and nine years of economics, research, or statistics experience in labor market programs, workforce development, economic development, job matching systems, worker readiness development, unemployment insurance, worker protection programs, or a closely related field, and four years of managerial experience. A master's degree may substitute for one year of experience. A Ph.D. may substitute for two years of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

09/2026

LEM