

UNITED TEACHERS LOS ANGELES
3303 Wilshire Blvd., 10th 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 support for the officers, staff, and members on a citywide basis. The Research Specialist is responsible to the Strategic Research Director.

DUTIES AND RESPONSIBILITIES

- A. Monitor and maintain a database of pertinent information relevant to bargaining, organizing and preservation of the tenets of UTLA.
- B. Collect and analyze public records in order to understand school district practices and policies, finances, and other relevant issues.
- C. Research current economic, social, and policy trends to inform or make appropriate strategic recommendations.
- D. Create research-based materials with high quality sourcing on individuals, organizations, issues, and institutions in order to support a variety of campaigns including new organizing, bargaining, representation, common good and other policy demands.
- E. Develop tools and materials to assist staff, leadership and members with power analysis and strategic planning.
- F. Prepare non-academic reports, data analyses, and presentations on a wide range of topics for internal and external audiences in collaboration with other departments including Organizing and Representation, Communications, Political and Community Organizing, and UTLA leadership as requested.
- G. Maintain research library.
- H. 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, including explaining complex information in accurate, concise, and useful terms.
- D. Knowledge of the labor movement and experience supporting union campaigns.
- 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. Experience synthesizing research for practical planning purposes.
- G. Completion of an undergraduate degree.
- H. Ability to handle multiple assignments and meet deadlines.

SECONDARY KNOWLEDGE, SKILLS, AND ABILITIES

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

DESCRIPTION OF THE ORGANIZATION

UTLA is a democratic union that represents 38,000 bargaining unit members in such diverse groups as Counselors, Nurses, Psychologists, Social Workers, Librarians and Classroom Teachers. Wages, hours and working conditions of unit members are covered in the Collective Bargaining Agreement in effect between the Los Angeles Unified School District and UTLA or collective bargaining agreements between UTLA and independent charter school employers.

Los Angeles Unified is a metropolitan school district of over 400,000 students, the second largest school district in the country. Within the District there are over 800 school locations and a school budget of over \$8 billion.

We are a local union affiliated with the California Teacher Association, California Federation of Teachers, National Education Association and American Federation of Teachers.

SALARY AND FRINGE BENEFITS

UTLA staff is represented by a staff union with a negotiated agreement and just cause. Beginning salary range for this position will be \$119,503 - \$130,584 per year depending on prior skills and experience, with regular step increases. Fringe benefits include employer paid medical, dental, vision care for staff members and eligible dependents. There are excellent

retirement plan options and a monthly automobile allowance for maintenance and operation of a car. Parking is provided.

HOW TO APPLY

Please email Cristina Alfonso, Confidential Executive Assistant, utlajobs@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 February 16, 2026.***

United Teachers Los Angeles
Attention: Cristina Alfonso, Confidential Executive Assistant
3303 Wilshire Blvd., 10th Floor
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UTLA IS AN EQUAL OPPORTUNITY EMPLOYER