

RESEARCH SPECIALIST 1**Nature of Work**

Under close supervision, performs beginning level technical and analytical work of a quantitative and qualitative nature in the area of social and behavioral sciences involving research, statistics, evaluation and forecasting. Provides analysis and research support for state-level planning and development. Applies established theory, techniques and methodology to research and reporting assignments. Develops, designs, coordinates, reviews and analyzes research projects. Performs related work as required.

Distinguishing Characteristics

This is the beginning level in which incumbent has limited latitude to vary work methods and procedures, but usually within prescribed parameters. Typically, positions at this level perform basic research work and the work is performed under the direction of higher level researchers.

Examples of Work

Essential Job Functions (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Conducts and designs analytical and research support for the delivery and administration of programs; provides statistical analysis and research support.

Provides analysis and research support for state-level planning and development; analyzes and evaluates state and local programs; provides technical support on research methodologies to government officials involved in developing policy.

Determines the scope and size of samples and resources to be used; edits statistical data for accuracy, completeness and consistency; develops reporting forms.

Prepares tables, charts and written research reports depicting results of statistical analysis.

Prepares reports of statistical evaluations and recommendations; writes research reports for publication using software.

Explains research methods and findings; interprets results in a manner appropriate for diverse audiences.

Collects and analyzes data for the preparation of various forecasts, including population forecasts.

Conducts literature reviews and writes summaries of empirical research to provide a context for research and evaluation studies.

Engages in data management practices and prepares data for analysis.

Identifies funding solicitations and prepares proposals for funding to state and federal agencies.

Prepares protocols and applications for review by the Institutional Review Board for the protections of Human Subjects in Research.

Attends conferences, trainings, and seminars on research methodology, statistical analysis and research specific to the discipline.

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Knowledge, Skills and Abilities

Knowledge of research design and methodology, survey instrumentation, and sampling methods.

Knowledge of mathematics and statistical methods and techniques, including forecasting and simulation techniques.

Knowledge of database management and statistical software programs including but not limited to Microsoft Access, Excel, and SPSS.

Knowledge of the basic rights of human subjects in research and the institutional review board process.

Knowledge of the sources of data and methods of obtaining data.

Ability to design research and evaluation studies, apply research methodology, perform appropriate statistical analyses and interpret results.

Ability to produce data collection, analysis procedures, and research findings in written reports and oral presentations.

Ability to conduct literature reviews to support research.

Ability to prepare research reports for publications using professional publishing software programs such as Acrobat Pagemaker/InDesign, Acrobat Illustrator, or Microsoft Publisher.

Ability to fully investigate the utility and accuracy of data sources.

Ability to express ideas effectively orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university in mathematics, statistics, sociology, psychology, political science, evaluation research, behavioral science, criminology, or related social science.

Established: 11/20/2008

Effective: 1/1/2009