9347

RESEARCH SPECIALIST 2

Nature of Work
     Under general supervision, performs full-performance 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. Plans, develops, designs, coordinates, reviews and analyzes research projects. Prepares a work strategy to obtain desired. Performs related work as required.

Distinguishing Characteristics
     This is the full-performance level in which incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters. Work is frequently of some variety and incumbent may set priorities. This level is further distinguished from the Research Specialist 3 whereby this level is not the principal investigator on research projects.

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 to policymakers and administrators; may develop recommendations
     to policymakers based on the results of research and evaluation studies.
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.

RESEARCH SPECIALIST 2 - Cont'd

Examples of Work - Cont'd
Attends conferences, trainings, and seminars on research methodology,
statistical analysis and research specific to the discipline.

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 and implement research and evaluation studies, apply
    research methodology, perform appropriate statistical analyses and
    interpret results.
Ability to produce and present data collection, analysis procedures, and
    research findings in written reports and oral presentations.
Ability to plan and execute limited research projects.
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.
Experience: One year of full-time or part-time equivalent paid experience in
    research work to include evaluation designs, statistical analysis,
    preparing written research and/or technical reports, and use of
    statistical software programs.
Substitution: Bachelor's degree from a regionally accredited college or
    university in the above disciplines and six semester hours of completed
    graduate level coursework in research methods, statistics, or advanced
    mathematics from a regionally accredited college or university may
    substitute for the required training and experience.

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