



Research Specialist II

Salary Group: B17

Class Code: 0602

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
RESEARCH SPECIALIST I	0600	B15	\$32,976 - \$52,045
RESEARCH SPECIALIST II	0602	B17	\$36,976 - \$58,399
RESEARCH SPECIALIST III	0604	B19	\$42,244 - \$68,960
RESEARCH SPECIALIST IV	0606	B21	\$48,278 - \$78,953
RESEARCH SPECIALIST V	0608	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs moderately complex (journey-level) research work. Work involves performing specialized research projects pertaining to fiscal, administrative, or program functions of the agency. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, compiles, and analyzes research data.

Analyzes data sets using statistical methods and relational databases.

Prepares reports of research findings.

Conducts data-gathering interviews.

Writes or edits technical reports and summaries of findings.

Assists in planning, developing, coordinating, and administering research projects.

Assists in formulating research objectives, programs, and priorities.

May assist in designing and creating computer programs for research applications.

May assist in preparing research budget estimates, maintaining cost accounting records of project expenditures, and preparing monthly budget reports.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in research and planning work. Graduation from an accredited four-year college or university with major coursework in business or public administration, computer science, statistical analysis, research methodology, or library methods is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies.

Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs.

Ability to plan, organize, and administer research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; and to communicate effectively.