



Research Specialist III

Salary Group: B19

Class Code: 0604

<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 complex (journey-level) research work. Work involves developing, performing, and evaluating specialized research projects pertaining to fiscal, administrative, or program functions. May provide guidance to others. Works under limited 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.

Prepares research data sets, and documents data structure and definitions.

Consults on research design, planning, instrumentation, statistical analysis, and reporting.

Writes, edits, and reviews technical reports and summaries of findings.

Assists in conducting data quality assurance procedures.

Assists in developing policies and procedures used in conducting and administering research, demonstration, and evaluation activities.

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

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.

May prepare and conduct presentations.

May provide guidance to others.

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; to communicate effectively; and to provide guidance to others.