



Research Specialist IV

Salary Group: B21
Class Code: 0606

<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 advanced (senior-level) research work. Work involves coordinating the development, implementation, and monitoring of specialized research projects pertaining to fiscal, administrative, or program functions. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the development, implementation, and monitoring of research projects.

Coordinates the preparation of reports and research findings.

Determines the scope and methodologies of research projects and areas to be evaluated.

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

Develops quality assurance procedures, and conducts quality assurance reviews on research projects.

Analyzes data sets using statistical methods and relational databases.

Collects, compiles, and analyzes research data.

Consults and provides technical advice on research methods and techniques.

Prepares and conducts presentations.

Assists in formulating research objectives and programs.

Assists in designing and creating computer programs for research applications.

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

May supervise the work of 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 coordinate 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 supervise the work of others.