



# Research Specialist V

Salary Group: B23

Class Code: 0608

<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
<b>RESEARCH SPECIALIST V</b>	<b>0608</b>	<b>B23</b>	<b>\$55,184 - \$90,393</b>

## GENERAL DESCRIPTION

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

## EXAMPLES OF WORK PERFORMED

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

Oversees the preparation of reports and research findings.

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

Develops and reviews policies and procedures used in conducting and administering research activities.

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

Consults and provides technical advice on research methods and techniques.

Prepares and conducts presentations.

Prepares research budget estimates, maintains cost accounting records of project expenditures, and prepares monthly budget reports.

Formulates and monitors long-range research objectives, programs, and priorities.

Analyzes and evaluates the impact of legislation, regulations, and policies affecting current research.

Collects, compiles, and analyzes research data.

Designs and creates computer programs for research applications.

May supervise the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in directing 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 oversee 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.