

Class Concept

This is managerial and supervisory work with responsibilities for all activities and staff necessary to coordinate social research projects and programs in state agencies, including, behavioral, economic, educational, public health/medical, public policy, sociology, and closely related areas. Work is completed to support research or develop public programs and policies. Positions at this level serve as supervisors over sections of agency wide research projects and/or programs with staff and report to a higher level program manager, Research/Project Directors, or Social Research Executive. The range of duties includes, but is not limited to: project/program administration; organizing and planning work operations; human resources management; communication; reporting; and related business and administrative responsibilities. Positions supervise research staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of social research concepts, practices, and procedures; project/program requirements; planning and evaluation.
- Working knowledge of methods and techniques used in gathering, editing, analyzing, interpreting and reporting social, educational, or economic information.
- Working knowledge of statistical principles and techniques used in collecting, interpreting, and reporting numerical data.
- Ability to communicate effectively in oral and written form.

Minimum Education and Experience

Master's degree in a discipline related to the work assigned to the position from an appropriately accredited institution; or

Bachelor's degree in a discipline related to the work assigned to the position from an appropriately accredited institution and two years of research/analysis experience; or an equivalent combination of education and experience.