

## SOCIAL RESEARCH ASSOCIATE I

### DESCRIPTION OF WORK

Work of this class involves planning, organizing, implementing, and evaluating research and educational programs and projects.

Employees serve as coordinators for a division of a large project, independently manage a small project, or serve as staff specialists in a subject matter field. Employees are responsible for coordination of their work with other program areas under the supervision of the project director. Duties may include related program administrative responsibilities such as budgets and personnel. Work is reviewed for applicability to the goals of the project, conformance with established policy and procedure, and for contribution to the research or educational effort.

### EXAMPLES OF DUTIES PERFORMED

Develops objectives and schedules for the program or project; coordinates objectives and schedules with other areas of the program or project.

Oversees the completion of the assigned project's or program's work, in terms of soundness of research methods, implementation of procedures and policies, evaluation of progress toward objectives, and scheduling effective communication of results and the like.

Implements and/or evaluates training or developmental programs resulting from research.

Coordinates and oversees contract negotiation and compliance.

Plans and directs the work of Social Research Assistants, Data Processors, Statistical Aides, and the like.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of the research and program management standards applicable to the research or educational program or project.

General knowledge of theory and literature in the subject matter of the particular research or educational program or project.

Some knowledge of the use and capabilities of manual and electronic data processing systems in gathering, storing, retrieving, and analyzing data, if applicable.

Ability to plan and direct the work of others; and to present information effectively orally and in writing.

#### Minimum Education and Experience

Completion of coursework for a four-year college degree in sociology, economics, psychology or related social science, including coursework in statistics, research methodology, computer science, and/or other coursework directly related to the work to be performed, and one year of experience in gathering, editing, and analyzing data for social and economic research; or an equivalent combination of education and experience. (Coursework toward a master's degree in an area related to the work to be performed may be substituted for some or all of the experience.)

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.