

**I. DESCRIPTION OF WORK**

Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social/clinical research includes behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Positions in this class may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; and editing and formatting of reports. In a larger, more complex project, positions may be involved in only one or several aspects of the research. Most positions have limited involvement in research design, but are expected to use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students, and others.

**II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL**

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Positions at this level gather, edit, analyze, and report data/information in a defined area of research within well-defined parameters. Positions at this level complete defined assignments in the following areas under supervision and direction: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports.</p>	<p>Positions at this level gather, edit, analyze, and report data/information for a variety of research. Positions may participate in the following: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; and editing and formatting of reports. Positions at this level use considerable judgment and research skills in performing their work assignments. Work may include the training and supervision of staff, students, and others.</p>	<p>Positions at this level gather, edit, analyze, and report data/information for a variety of research. Positions at this level lead efforts in the following areas: preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; and editing and formatting of reports. Positions may have involvement in research design in area of specialty and use considerable judgment and research skills in performing their work assignments. Work includes the training and supervision of staff, students, and others.</p>

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge - Technical</b>	Technical knowledge and skill in specific/content area(s) and ability to keep current with developments and trends in area(s) of research. Working knowledge of the research principles, technical methods, and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results. Working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training.
<b>Data/Information Collection</b>	Ability to observe, monitor, collect, and record data/information in order to assess its accuracy, validity, and integrity.
<b>Information/Records Administration</b>	Knowledge of data/information collection methods, data/information management systems, and project/program knowledge and ability to compile, assimilate, organize, and store data/information. Ability to review, compile, summarize, and analyze data/information to prepare reports.
<b>Communication</b>	Ability to convey accurate information through a variety of means during all phases of research including data/information collection, processing, and dissemination and reporting to individuals or groups. Ability to ensure that information related to research is understood. Ability to listen and respond appropriately to others to make the information understandable. Ability to prepare and/or make presentations suited to the characteristics and needs of the audience.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Knowledge – Technical**

Technical knowledge and skill in specific/content area(s) and ability to keep current with developments and trends in area(s) of research. Working knowledge of the research principles, technical methods, and processes used to conduct a systematic and objective inquiry including methods of data entry, collection and analysis, and summarizing and reporting results. Working knowledge of statistics and related information technology. Knowledge may be acquired through academic and/or on-the-job training.

Contributing	Journey	Advanced
<p>Basic knowledge of the research principles and methods of data entry, collection, and analysis to complete defined assignments.</p> <p>Basic knowledge of statistics and information technology to collect and report data/information related to the area of research.</p>	<p>Working knowledge of the research principles and methods of data entry, collection, and analysis to complete defined assignments independently.</p> <p>Working knowledge of statistics and information technology to apply a variety of statistical techniques and formulae in the collection and preparation of data/information related to defined research area.</p>	<p>Full knowledge of the research principles and methods to interpret, coordinate, and/or supervise the collection and analysis of data/information related to defined research area(s). May require knowledge and ability to recommend or implement technical modifications or alternatives to data/information collection and analysis.</p> <p>Full knowledge of statistics and related information technology to oversee the entry, collection, and analysis of data/information related to defined research area. May require the ability to develop new research tools.</p>

Definitions:

*Basic knowledge* - The span of knowledge minimally necessary to complete defined assignments.

*Working knowledge* - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishment of the research objective.

**Data/Information Collection**

Ability to observe, monitor, collect, and record data/information in order to assess its accuracy, validity, and integrity.

Contributing	Journey	Advanced
<p>Ability to observe, collect, and record a variety of data/information, within well-defined research parameters.</p> <p>Ability to documents data/information collected.</p>	<p>Ability to organize, collect, record and present data/information within defined research parameters. Ability to ensure quality control.</p> <p>Ability to summarize data/information collected.</p> <p>Ability to carry out collection and screening under close supervision when atypical methods are used.</p>	<p>May require the ability to design data/information collection and/or quality control procedures. Ability to identify and report variations or discrepancies in the data/information within defined research parameters. Ability to organize and prepare data/information for analyses.</p> <p>Ability to provide analysis on data/information collected.</p> <p>Ability to document procedures and/or methods when atypical data/information methods are used. Ability to report situations when atypical methods are used and the frequency of use.</p>

**Information/Records Administration**

Knowledge of data/information collection methods, data/information management systems, and project/program knowledge and ability to compile, assimilate, organize, and store data/information. Ability to review, compile, summarize, and analyze data/information to prepare reports.

Contributing	Journey	Advanced
<p>Ability to use established data/information systems, functions, and/or procedures to collect and store data/information. Ability to review data and information for completeness and accuracy within well-defined research parameters.</p>	<p>Ability to compile and organize data/information from different sources to develop reports using established formats.</p>	<p>Ability to analyze and reconcile data/information for reports from different internal and external sources. May require the ability to serve as a project/team leader.</p>

**Communication**

Ability to convey accurate information through a variety of means during all phases of research including data/information collection, processing, and dissemination and reporting to individuals or groups. Ability to ensure that information related to research is understood. Ability to listen and respond appropriately to others to make the information understandable. Ability to prepare and/or make presentations suited to the characteristics and needs of the audience.

Contributing	Journey	Advanced
Ability to communicate and explain established protocols and status of research during data/information collection and processing. Ability to present compiled data/information in established formats.	Ability to lead and update exchange of research information through dialog, instruction, and demonstration. Ability to contribute to preparation of publications, reports, and other presentations of compiled results.	Ability to lead, consult and make recommendations in the area of research. Ability to serve as primary presenter to various audiences. Ability to interpret findings.

**V. MINIMUM TRAINING & EXPERIENCE**

Bachelor’s degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

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