

SOCIAL/CLINICAL RESEARCH SPECIALIST

Schematic Code 12416 (30005040)

I. DESCRIPTION OF WORK

Positions in this banded class plan, organize, conduct, and evaluate social/clinical research. Work is performed to support research or develop public programs and policies. Social/clinical research includes behavioral, economic, educational, public health/medical, public policy, sociology, and closely related areas. Positions in this class create or validate theories through data/information collection, documentation, and analysis with a goal of description and explanation. The range of duties includes, but is not limited to: project planning and design, developing methodology, database development and management, data/information collection and analysis, project administration, program and/or policy development and evaluation, preparing publications and reports and related products, communication, instruction and public education. Work may include the training and supervision of staff, students, and others.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level perform entry-level duties in planning, organizing, conducting, and evaluating social/clinical research. At this level, work requires basic knowledge of research in the area of assignment, retrieval of data/information, working within established deadlines, and working with a project or program of limited scope and complexity. The range of duties includes, but is not limited to: project planning and design; developing methodology; database development and management; data/information collection and analysis; project administration; participation in publications and reports and related products; communication, instruction and public education.</p>	<p>Positions at this level independently plan, organize, conduct, and evaluate social/clinical research. At this level, work requires a full knowledge of research in the area of assignment, the evaluation and modification of collection methodology, assessing the needs of the project(s)/program(s) and making changes as needed, working within multiple and/or concurrent or complex assignments, and analyzing data for accuracy, validity and integrity. The range of duties includes, but is not limited to: project planning and design, developing methodology, database development and management, data/information collection and analysis, project administration, program and/or policy development and evaluation, preparing publications and reports and related products, communication, instruction and public education. Work may include the training and supervision of staff, students, and others.</p>	<p>Positions at this level independently plan, organize, and evaluate social/clinical research with a comprehensive knowledge of research in the area of assignment. Work is independently performed to support research or develop public programs and policies. At this level, work involves: planning and designing data/information collection, technology and analysis; establishing goals and objectives; managing multiple, concurrent or multi-faceted complex work; program and/or policy development and evaluation; preparing publications and reports and related products; instruction and public education. Work may include the training and supervision of staff, students, and others.</p>

III. COMPETENCIES

Competency	Definition
Knowledge – Professional	Professional knowledge and skill in social/clinical research principles, methods and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data/information collection and analysis, and interpreting and reporting results. Knowledge of statistics and related information technology and database storage and management. Ability to keep current with developments and trends in area(s) of expertise.
Project Design	Ability to plan and coordinate methods and techniques to meet social/clinical research objectives, including project resources, methods of data/information collection, and quality control.
Social/Clinical Research Project/Program Administration	Ability to manage (i.e., direct the affairs or interests of) and administer social/clinical research project(s)/program(s) tasks, activities, protocols, and timelines. Ability to manage resources and monitor activities associated with the progression of the project(s)/program(s).
Data/Information Analysis/Management	Ability to monitor, collect, and maintain research data/information to assess its accuracy, validity, and integrity. Ability to perform statistical analysis. Ability to interpret and evaluate results. Ability to prepare reports and/or presentations. Ability to conduct trend and impact analysis. Ability to project probable outcomes. Ability to create and maintain databases and apply criteria for interaction of data.
Communication	Ability to convey clear and concise information verbally and in written form. Ability to effectively present ideas to individuals or groups to ensure that they understand the information and message. Ability to present research results and summaries and adhere to reporting requirements of research project(s)/program(s). Ability to contribute to the writing of publications, reports, and products.
Instruction	Ability to instruct and train research subjects, staff, students, and/or other clients in the performance of procedures.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive. For positions with some supervision consider the highest level of professional work performed.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Professional knowledge and skill in social/clinical research principles, methods and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data/information collection and analysis, and interpreting and reporting results. Knowledge of statistics and related information technology and database storage and management. Ability to keep current with developments and trends in area(s) of expertise.

Contributing	Journey	Advanced
<p>Basic knowledge of social/clinical research principles, study design, methods of data/information collection, and analysis used to complete defined assignments.</p> <p>Knowledge of statistics and related information technology to complete defined assignments.</p>	<p>Full knowledge of social/clinical research principles, study design, methods of data/information collection, and analysis used to independently manage projects and/or programs.</p> <p>Knowledge of statistics and related information technology to analyze and report data/information.</p>	<p>Comprehensive knowledge of social/clinical research principles, study design, methods of data/information collection, and analysis used to develop strategies and/or policies that guide projects, programs, or new initiatives.</p> <p>Knowledge of statistics and related information technology to interpret complex data/information or data sets and to identify and communicate trends and probable outcomes.</p>

Definitions:

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

Full 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.

Comprehensive knowledge - The broad scope of knowledge demonstrated on the job that is beyond journey competencies

Project Design

Ability to plan and coordinate methods and techniques to meet social/clinical research objectives, including project resources, methods of data/information collection, and quality control.

Contributing	Journey	Advanced
<p>Ability to retrieve data/information to be collected and documented.</p> <p>Ability to gather and document individual resources needed to complete work. Ability to assist with implementation of resources.</p>	<p>Ability to identify, evaluate, and modify data/information collection methodology.</p> <p>Ability to provide consultation regarding use of data/information.</p> <p>Ability to modify and adjust resources needed to conduct research.</p>	<p>Ability to plan and design data/information collection, technology, and analysis. May require the ability to collaborate with management and others.</p> <p>Ability to design, develop, and evaluate research methods and quality controls. Ability to report design alternatives to investigators or upper management. Ability to determine and lead changes in design.</p>

Social/Clinical Research Project/Program Administration

Ability to manage (i.e., direct the affairs or interests of) and administer social/clinical research project(s)/program(s) tasks, activities, protocols, and timelines. Ability to manage resources and monitor activities associated with the progression of the project(s)/program(s).

Contributing	Journey	Advanced
<p>Ability to plan work to meet established deadlines. May require the ability to monitor work of others, giving assignments and instruction as needed.</p> <p>Ability to coordinate an assigned project/program of limited scope and complexity within set parameters.</p> <p>Ability to follow established guidelines for assessing compliance with protocol and manuals of operational procedures. Ability to write comprehensive reports summarizing results of site visits.</p>	<p>Ability to plan work to meet objectives and deadlines. Ability to assess the needs of the project(s)/program(s) and make changes in process, work flow, and/or assignments.</p> <p>Ability to lead multiple, concurrent assignments or a multi-faceted/moderately complex project(s)/program(s).</p> <p>Ability to follow established guidelines for assessing compliance with protocol and manuals of procedures and ability to suggest possible ways to improve the monitoring process. Ability to write comprehensive reports summarizing results of site visits and ability to convey the major points of the report to field center staff/PI and supervisory personnel.</p>	<p>Ability to establish goals and objectives of the project(s)/program(s). Ability to set and change deadlines. Ability to plan, assign, and review work of others.</p> <p>Ability to manage multiple, concurrent projects and/or multi-faceted/complex project(s)/program(s). Ability to direct others in making modifications.</p> <p>Ability to develop and implement the guidelines for assessing compliance with the protocol and manuals. Ability to write comprehensive reports summarizing results of site visits and ability to convey the major points of the report to field center staff/PI. Ability to decide appropriate corrective action to be taken and inform study leadership of the results.</p>

Note: Complexity of the project/program is affected and determined by factors such as: study design, multiple contracts, multiple sites/centers, size, and volume.

Data/Information Analysis/Management

Ability to monitor, collect, and maintain research data/information to assess its accuracy, validity, and integrity. Ability to perform statistical analysis. Ability to interpret and evaluate results. Ability to prepare reports and/or presentations. Ability to conduct trend and impact analysis. Ability to project probable outcomes. Ability to create and maintain databases and apply criteria for interaction of data.

Contributing	Journey	Advanced
<p>Ability to monitor and collect data/information as required by research or program protocol.</p> <p>Ability to input data/information into databases with limited management as required by protocol.</p> <p>Ability to perform statistical analysis.</p> <p>Ability to observe and report trends in data/information.</p> <p>Ability to produce estimates using established guidelines, tools, methods, and general statistical practice.</p>	<p>Ability to analyze data/information for accuracy, validity, and integrity. Ability to maintain quality control and assurance.</p> <p>Ability to apply criteria or parameters for extract of data/information. Ability to create databases.</p> <p>Ability to interpret and evaluate results.</p> <p>Ability to prepare reports and/or presentations.</p> <p>Ability to analyze data/information to determine potential relationships.</p> <p>Ability to develop guidelines for production of estimates, including identification and preparation of input data, operational definitions, implementation of tools and methods, and evaluation of results. Ability to evaluate estimates for appropriateness, reasonableness, validity, and suppression.</p> <p>Ability to prepare documentation for both technical and non-technical audiences, describing estimation procedures and interpreting results.</p>	<p>Ability to define standards for the collection of data/information. Ability to set standards for accuracy, validity, and integrity. May require the ability to lead others in implementing standards instead of analysis. Ability to trouble-shoot and resolve quality control issues by changing processes.</p> <p>Ability to serve as an expert in identifying criteria or parameters for extraction and reporting of data/information.</p> <p>Ability to select alternative statistical methods and/or software. Ability to plan, interpret, and evaluate results. Ability to plan and lead others in analysis.</p> <p>Ability to project probable outcomes and potential impact on policy, research, or the program.</p> <p>Ability to develop estimation methods, including procedures, implementation, evaluation standards, and interpretation guidelines. Ability to review and amend estimation methodology and procedures as warranted.</p>

Communication

Ability to convey clear and concise information verbally and in written form. Ability to effectively present ideas to individuals or groups to ensure that they understand the information and message. Ability to present research results and summaries and adhere to reporting requirements of research project(s)/program(s). Ability to contribute to the writing of publications, reports, and products.

Contributing	Journey	Advanced
<p>Ability to communicate detailed outcomes and results of research.</p> <p>Ability to assist in preparation of research findings and reports.</p> <p>Ability to collect information for grant writing and reporting.</p> <p>Ability to assist in consultation and gather information in response to an inquiry.</p>	<p>Ability to lead exchange of research information through technical assistance and instruction.</p> <p>Ability to contribute to preparation and presentation of publications, reports, or policies.</p> <p>Ability to assist in grant writing and proposal development.</p> <p>Ability to independently provide consultation to clients or others related to the specific project/program. Ability to develop and/or create informational products. May require the ability to provide or assist with design.</p>	<p>Ability to lead, consult, and/or make recommendations in the area of research or agency/program policy through effective communication about the research project(s) or program(s).</p> <p>Ability to co-authors/authors manuscripts, publications, reports, or policies. Ability to serve as primary presenter.</p> <p>Ability to collaborate in the conception and design of original research.</p> <p>Ability to provide consultation as an expert involving complex work products. Ability to design informational products. Ability to set/define standards.</p>

Instruction

Ability to instruct and train research subjects, staff, students, and/or other clients in the performance of procedures.

Contributing	Journey	Advanced
<p>Ability to train others in data/information collection and use of tools.</p> <p>Ability to document steps needed to conduct data/information collection/analysis. Ability to review and maintain correct standard operations, procedures, and protocols.</p>	<p>Ability to Trains others in the performance of specialized methodologies and data/information analysis tools.</p> <p>Ability to document research methodologies and results in reports and/or publications.</p> <p>Ability to train others in procedures.</p>	<p>Ability to develop and implement multifaceted data/information analyses and methodologies. Ability to coordinate the instruction of others in the use of these methodologies.</p> <p>Ability to collaborate with research staff and colleagues to validate and/or redirect research based on documented results. Ability to develop complete process/procedures.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor's degree in a discipline related to the field assigned and one year of related training or experience; 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.