



# Research Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RESEARCH SPECIALIST I	0600	B16	\$37,918 - \$58,130
RESEARCH SPECIALIST II	0602	B18	\$42,521 - \$67,671
RESEARCH SPECIALIST III	0604	B20	\$48,158 - \$77,477
RESEARCH SPECIALIST IV	0606	B22	\$54,614 - \$88,703
RESEARCH SPECIALIST V	0608	B24	\$62,004 - \$101,556

## GENERAL DESCRIPTION

Performs research work involving performing specialized research projects pertaining to fiscal, administrative, or program functions of the agency.

## EXAMPLES OF WORK PERFORMED

Collects, compiles, and analyzes research data.

Analyzes data sets using statistical methods and relational databases.

Prepares or assists in preparing reports of research findings.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level V may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between journey levels include the level of independence in performing the work and the complexity of the work and may include the employee's years of related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.

**RESEARCH SPECIALIST I:** Performs routine (journey-level) research work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard and may routinely assist other staff in performing work of greater complexity.

**RESEARCH SPECIALIST II:** Performs moderately complex (journey-level) research work. Works under general supervision, with moderate latitude for the use of initiative and

independent judgment. Employees at this level may work more independently than those at the previous levels and may:

- Conduct data-gathering interviews.
- Write or edit technical reports and summaries of findings.

**RESEARCH SPECIALIST III:** Performs complex (journey-level) research work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Prepare research data sets and document data structure and definitions.
- Consult on research design, planning, instrumentation, statistical analysis, and reporting.

**Note:** A senior-level employee (levels IV-VI) may serve in a lead or supervisory role. Senior-level employees may perform the full range of work identified in the preceding levels and/or coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the size, nature, complexity, scope, and impact of research projects assigned; and the employee's related experience, education, and certifications.

**RESEARCH SPECIALIST IV:** Performs advanced (senior-level) research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan the development, implementation, and monitoring of research projects.
- Determine the scope and methodologies of research projects and areas to be evaluated.
- Develop policies and procedures used in conducting and administering research, demonstration, and evaluation activities.
- Develop data quality assurance procedures and conduct quality assurance reviews on research projects.
- Consult and provide technical advice on research methods and techniques.
- Prepare and conduct presentations.

**RESEARCH SPECIALIST V:** Performs highly advanced (senior-level) research work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts and may:

- Prepare research budget estimates, maintain cost accounting records of project expenditures, and prepare monthly budget reports.
- Formulate and monitor research objectives, programs, and priorities.
- Analyze and evaluate the impact of legislation, regulations, and policies affecting current research.
- Design and create computer programs for research applications.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in 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**

#### **For all levels**

- Knowledge of statistical concepts and methods and their application to research analysis; measurement, testing, and evaluation; and 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 administer 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; and to communicate effectively.

#### **Additional for Research Specialist IV – V**

- Ability to oversee and/or supervise the work of others.