Research Specialist IV

General Description

Performs advanced (senior-level) research work. Work involves coordinating the development, implementation, and monitoring of specialized research projects pertaining to fiscal, administrative, or program functions. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

Coordinates the development, implementation, and monitoring of research projects.

Coordinates the preparation of reports and research findings.

Determines the scope and methodologies of research projects and areas to be evaluated.

Develops policies and procedures used in conducting and administering research, demonstration, and evaluation activities.

Develops quality assurance procedures, and conducts quality assurance reviews on research projects.

Analyzes data sets using statistical methods and relational databases.

Collects, compiles, and analyzes research data.

Consults and provides technical advice on research methods and techniques.

Prepares and conducts presentations.

Assists in formulating research objectives and programs.

Assists in designing and creating computer programs for research applications.

Assists in preparing research budget estimates, maintaining cost accounting records of project expenditures, and preparing monthly budget reports.

May supervise the work of others.
Performs related work as assigned.

**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**

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of 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 coordinate 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; to communicate effectively; and to supervise the work of others.