

RESEARCH OFFICER I

KIND AND LEVEL OF WORK

This is professional level research work.

Employees of this class conduct research projects as an aid to departmental staff in evaluating, assessing and changing policies, programs and objectives. Once a project is assigned they are responsible for defining the problem and developing terms of reference; collecting, analyzing and summarizing data using a variety of standard quantitative and qualitative statistical techniques, and identifying implications based on findings. Employees work independently in carrying projects through to completion, including developing and analyzing trends and projections, but recommendations beyond identifying areas for further research are made in close consultation with senior research staff. Supervision of subordinate staff may be an element of some positions, and employees normally report to a Senior Research Officer or Director who reviews final reports for technical content and administrative implications.

TYPICAL DUTIES

Meets with departmental staff to define problems, clarify research needs, and develop terms of reference including objectives, time frames, etc.

Gathers information on research topics by interviewing individuals, contacting libraries, agencies, etc., reviewing files and other literature sources and developing and distributing questionnaires, surveys, etc.

Selects and applies standard statistical techniques such as cross tabulations, correlation's, regression analysis, chi square, T. and F. distributions, etc. in order to achieve desired results.

Develops and analyses trends and projections based on data; and identifies implications.

Prepares reports on research projects including problem definition, methods used, findings, analysis, implications and recommendations for further research.

Directs and supervises the work of junior research and non-research staff assigned to projects.

Performs other duties as required.

EXPERIENCE AND EDUCATION

Experience in the application of standard statistical and/or research methodologies and a Bachelor's degree in the social sciences or a discipline related to the position assignment; or an equivalent combination of education and experience.

August 86

RESEARCH OFFICER II

KIND AND LEVEL OF WORK

This is advanced professional level research work.

Employees of this class conduct major research projects and develop recommendations as an aid to departmental staff in planning and/or changing policies, programs and objectives. This class is distinguished from the Research Officer I by the increased emphasis on application of advanced research and statistical techniques including modification of existing methodology, interpretation of results and development of recommendations, alternative courses of action and implications. The more routine aspects such as actual gathering and compiling of information and tabulating of questionnaire results is normally carried out by junior research or clerical staff. Project proposals often come direct to these employees who use their own initiative in conducting feasibility studies, developing project budgets and accepting and prioritizing short term assignments but major projects are assigned by the supervisor, who reviews the final report for administrative implications. Supervision of subordinate staff may be an element of some positions, as well as coordination of projects with other Research Officers or Departments.

TYPICAL DUTIES

Meets with departmental staff to discuss feasibility of research proposals, define problems, clarify research needs and develop terms of reference including objectives, time frames, project budgets and/or cost-benefit analyses.

Determines data required for research projects and coordinates the collection and compilation of statistical and informational material.

Develops questionnaires and surveys and coordinates the distribution and tabulation of results.

Determines the most appropriate statistical method to achieve desired analysis; modifies and applies advanced statistical techniques such as multiple regression analysis, bivariate correlation's; interprets the results in order to identify trends, forecasts and the implications of these.

Develops recommendations based on findings; presents alternative courses of action and the implications of each.

Identifies areas for further research.

Prepares reports on research projects including problem definition, methods used, findings, analysis and interpretation, recommendations, alternatives, implications and recommendations for further research; explains and defends findings and recommendations to senior officials as required.

Directs and supervises the work of junior research and non-research staff assigned to projects.

Performs other work as required.

EXPERIENCE AND EDUCATION

Experience in the application of advanced statistical and/or research methodologies and a Master's degree, with emphasis on applied research and statistics in the social sciences or a discipline related to the position assignment; or an equivalent combination of education and experience.

August 86