

SOCIAL/CLINICAL RESEARCH SPECIALIST

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. Social/clinical researchers 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.

EXAMPLES OF COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors) or Description of tasks that show an application of the competencies.

CONTRIBUTING:

- **Knowledge - Professional:** Demonstrates basic knowledge of social/clinical research principles, study design, methods of data/information collection and analysis to complete defined assignments. Demonstrates knowledge of statistics and related information technology to complete defined assignments.
- **Project Design:** Retrieves data/information to be collected and documented. Gathers and documents individual resources needed to complete work. Assists with implementation of resources.
- **Social/Clinical Research Project/program Administration:** Plans work to meet established deadlines. May monitor work of others, giving assignments and instruction as needed. Coordinates an assigned project/program of limited scope and complexity within set parameters.
- **Data/Information Analysis/Management:** Monitors and collects data/information as required by research or program protocol. Inputs data/information into databases with limited management as required by protocol. Performs statistical analysis. Observes and reports trends in data/information. Produce estimates using established guidelines, tools, methods, and general statistical practice.
- **Communication:** Communicates detailed outcomes and results of research. Assists in preparation of research findings and reports. Collects information for grant writing and reporting. Assists in consultation to gather information in response to an inquiry.
- **Instruction:** Trains others in data/information collection and use of tools. Documents steps needed to conduct data/information collection/analysis; reviews and maintains correct standard operations, procedures and protocols.

JOURNEY

- **Knowledge - Professional:** Demonstrates full* knowledge of social/clinical research principles, study design, methods of data/information collection and analysis to independently manage projects and/or programs. Demonstrates knowledge of statistics and related information technology to analyze and report data/information.
- **Project Design:** Identifies, evaluates and modifies data/information collection methodology. Provides consultation regarding use of data/information. Modifies and adjusts resources needed to conduct research.
- **Data/Information Analysis/Management:** Analyzes data/information for accuracy, validity and integrity. Maintains quality control and assurance. Applies criteria or parameters for extract of data/information; creates databases. Interprets and evaluates results; prepares reports and/or presentations. Analyzes data/information to determine potential relationships. Develop guidelines for production of estimates, including identification and preparation of input data, operational definitions, implementation of tools and methods, and evaluation of results. Evaluate

- **Social/Clinical Research Project/program Administration:** Plans work to meet objectives and deadlines; assesses the needs of the project(s)/program(s) and makes changes in process, work flow and/or assignments. May monitor work of others, giving assignments and instruction as needed. Leads multiple, concurrent assignments or a multi-faceted/somewhat complex project(s)/program(s).
- estimates for appropriateness, reasonableness, validity, and suppression. Prepare documentation for both technical and non-technical audiences, describing estimation procedures and interpreting results.
- **Communication:** Leads exchange of research information through technical assistance and instruction. Contributes to preparation of and presents publications, reports or policies. Assists in grant writing and proposal development. Independently provides consultation to clients or others related to the specific project/program. Develops and/or creates informational products. May provide or assist with design.
- **Instruction:** Trains others in the performance of specialized methodologies and data/information analysis tools. Documents research methodologies and results in reports and/or publications. Trains others in procedures

ADVANCED

- **Knowledge - Professional:** Demonstrates comprehensive** knowledge of social/clinical research principles, study design, methods of data/information collection and analysis to develop strategies and/or policies that guide projects, programs or new initiatives. Demonstrates knowledge of statistics and related information technology to interpret complex data/information or data sets and identifies and communicates trends and probable outcomes.
- **Project Design:** Plans and designs data/information collection, technology and analysis. May involve collaboration with management and others. Designs, develops, and evaluates research methods and quality controls; reports design alternatives to investigators or upper management. Decides and leads the change in design.
- **Social/Clinical Research Project/program Administration:** Establishes goals and objectives of the project(s)/program(s); sets and changes deadlines; plans, assigns and reviews work of others. Manages multiple, concurrent projects and/or multi-faceted/complex project(s)/program(s); directs others in making modifications.
- **Data/Information Analysis/Management:** Defines standards for the collection of data/information; sets standards for accuracy, validity and integrity; may lead others in implementing standards instead of analysis. Trouble-shoots/resolves quality control issues through changing processes. Expert in identifying criteria or parameters for extraction and reporting of data/information. Selects alternative statistical methods and/or software; plans, interprets and evaluates results. Plans and leads others in analysis. Projects probable outcomes, potential impact on policy, research or program. Develops estimation methods including procedures, implementation, evaluation standards, and interpretation guidelines. Reviews and amends estimation methodology and procedures as warranted.
- **Communication:** Leads, consults and/or makes recommendations in the area of research or agency/program policy through effective communication about the research project(s) or program(s). Co-authors/authors manuscripts, publications, reports or policies; serves as primary presenter. Collaborates in the conception and design of original research. Provides consultation as an expert involving complex work products. Designs informational products. Sets/defines standards.
- **Instruction:** Develops and implements multifaceted data/information analyses and methodologies; coordinates the instruction of others in the use of these methodologies.

Collaborates with research staff and colleagues to validate and/or redirect research based on documented results. Develops complete process/procedures.

MINIMUM TRAINING AND EXPERIENCE:

Four-year degree in a discipline related to the field assigned and one year of related training or experience, or combination of training and experience necessary to perform the work.

Special 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.

Degrees must be received from appropriately accredited institutions.