

## SOCIAL RESEARCH ASSOCIATE II

### DESCRIPTION OF WORK

Work of this class involves planning, organizing, implementing, and evaluating research and educational programs and projects.

The planning, organization, implementation and evaluation role of this level is distinguished from that of the Social Research Associate I by greater program complexity, independence of action, and evaluative judgments required. This role is also distinguished by responsibility for coordinating the work of major units within the project. Positions in this class also have a project administration role (budget, personnel, and the like) combined with their program role which is not found to the same degree in the Social Research Assistant series. Work is reviewed for the achievement of program objectives and contribution to the research or educational effort.

### EXAMPLES OF DUTIES PERFORMED

Establishes overall plan, research methods, staffing needs, and the like, within the objectives and budget constraints of the program; plans and directs the work of Social Research Assistants, Data Processors, Statistical Aides, and the like.

Oversees all phases of the program, using subject matter knowledge and knowledge of research and evaluation techniques to ascertain the progress and quality of the work.

Reviews and evaluates research findings and determines the results.

Supervises the implementation of training or developmental programs resulting from project research.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Thorough knowledge of research and program management standards applicable to the research or educational program or project.

Considerable knowledge of theory and literature in the subject matter of the research or educational program or project.

General knowledge of the use and capabilities of manual and electronic data processing systems in gathering, storing, retrieving, and analyzing data, if applicable.

Ability to plan and supervise the work of others; and to present information effectively orally and in writing.

#### Minimum Education and Experience

Completion of coursework for a four-year college degree in sociology, economics, psychology or related social science, including coursework in statistics, research methodology, computer science, and/or other coursework directly related to the work to be performed, and two years of progressively responsible experience in gathering, editing, and analyzing data for social and economic research, preferably including experience in the particular program area; or an equivalent combination of education and experience. (Coursework toward a master's degree in an area related to the work to be performed may be substituted for some or all of the experience.)

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.