

I. DESCRIPTION OF WORK

Positions in this banded class manage and supervise all activities necessary to operate one or more social research projects, programs, or work settings. Work requires knowledge of social research concepts, practices and procedures, project/program requirements, planning and evaluation. The range of duties includes, but is not limited to: project/program administration, organizing and planning work operations, human resources management, communication, and related business and administrative responsibilities. Positions in this banded class plan, organize, conduct, and evaluate social research. Work is performed to support research or develop public programs and policies. Social research includes behavioral, economic, educational, public health/medical, public policy, sociology, and closely related areas. Positions create or validate theories through data collection and analysis with goals of description, explanation, prediction, and decision-making.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level coordinate activities necessary to operate one or more social research projects, programs, or work settings. The range of duties includes, but is not limited to: planning and coordinating work operations, human resources management, communication, and related business and administrative responsibilities.	Positions at this level manage and supervise all activities necessary to operate one or more social research projects, programs, or work settings. The range of duties includes, but is not limited to: project/program administration, organizing and planning work operations, human resources management, communication, and related business and administrative responsibilities.	Positions at this level develop, direct, manage, and supervise all activities necessary to operate one or more complex or multi-faceted social research projects, programs, or work settings. The range of duties includes, but is not limited to: project/program administration, organizing and planning work operations, human resources management, communication, and related business and administrative responsibilities.

III. COMPETENCIES

Competency	Definition
Knowledge – Professional	Professional knowledge and skill in the social research principles, methods, and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data collection and analysis, and interpreting and reporting results. Knowledge of applied research methods and statistical procedures and related information technology. Ability to provide technical supervision and knowledge transfer. Ability to keep current with developments and trends in area(s) of expertise.
Social Research Project/Program Administration	Ability to plan, coordinate, and administer social research project(s)/program(s) objectives, operations, and timelines. Ability to manage resources, which may include budget. Ability to monitor activities associated with the project(s)/program(s) goals and objectives.
Human Resources Management	Ability to recruit, select, train, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to plan for and support employees in career development opportunities. Ability to provide technical supervision. Ability to administer and assure compliance with human resources policies and procedures.
Strategic Analysis	Ability to use a variety of information sources internal and external to the organization to identify issues and trends. Ability to study relevant information to identify methods to achieve goals of the project(s)/program(s) or meet the vision of the organization.
Communication	Ability to convey clear and concise information verbally and in written form. Ability to effectively present ideas to individuals or groups to ensure that they understand the information and message. Ability to present social research results and summaries. Ability to adhere to reporting requirements of social research project(s)/program(s). Ability to contribute to the writing of publications and reports.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Professional

Professional knowledge and skill in the social research principles, methods, and processes (technical and/or theoretical) used to conduct a systematic and objective inquiry including study design, methods of data collection and analysis, and interpreting and reporting results. Knowledge of applied research methods and statistical procedures and related information technology. Ability to provide technical supervision and knowledge transfer. Ability to keep current with developments and trends in area(s) of expertise.

Contributing	Journey	Advanced
<p>Knowledge of applicable social/clinical research area(s) to effectively plan and manage day-to-day/work cycle operations of a project/program. Ability to stay current with changes in applicable field.</p>	<p>Knowledge of applicable social/clinical research area(s) to plan and manage complex and/or multiple project(s)/program(s). Ability to develop strategies and/or policies that guide project(s)/program(s). Ability to propose new initiatives or policies.</p>	<p>Ability to design, adapt, or create/develop a means to gather, analyze, and report information. Ability to lead others in the design/development process. Ability to lead innovative or policy initiatives. May require the ability operationalize/adapt the process or product, having significant political and/or stakeholder impact.</p>

Social Research Project/Program Administration

Ability to plan, coordinate, and administer social research project(s)/program(s) objectives, operations, and timelines. Ability to manage resources, which may include budget. Ability to monitor activities associated with the project(s)/program(s) goals and objectives.

Contributing	Journey	Advanced
<p>Ability to plan work to meet project(s)/program(s) objectives and deadlines. Ability to assess needs and make changes in process, work flow, and/or assignments.</p> <p>Ability to coordinate multiple, concurrent assignments or a multi-faceted social research project(s)/program(s).</p>	<p>Ability to establish goals and objectives of the project(s)/program(s). Ability to set and change deadlines. Ability to plan, assign, and analyze work of others. May require the ability to prepare and manage grants and/or contracts.</p> <p>Ability to lead multiple, concurrent and/or multi-faceted social research project(s)/program(s). May require the ability to direct others in making modifications.</p>	<p>Ability to determine multiple, more complex, broader scope and/or long-range plans and schedules within established social research objectives. May require the ability to direct grants and/or contracts.</p> <p>Ability to direct multiple and multi-faceted social research projects/programs.</p>

Human Resources Management

Ability to recruit, select, train, counsel, discipline, and evaluate performance of employees. Ability to retain a diverse workforce. Ability to plan for and support employees in career development opportunities. Ability to provide technical supervision. Ability to administer and assure compliance with human resources policies and procedures.

Contributing	Journey	Advanced
<p>Ability to provide assistance to a higher-level manager in recruitment and selection process.</p> <p>Ability to implement work plans. Ability to conduct performance reviews with the assistance of a higher-level manager. Ability to identify and recommend career development opportunities with employees.</p>	<p>Ability to recommend and/or make selection decision.</p> <p>Ability to develop and implement work plans. Ability to conduct performance reviews. Ability to participate in the disciplinary and grievance processes, as needed. Ability to ensure employees have access to tools and information for career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training.</p>	<p>Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures.</p> <p>Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary and grievance issues, as needed. Ability to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives.</p>

Strategic Analysis

Ability to use a variety of information sources internal and external to the organization to identify issues and trends. Ability to study relevant information to identify methods to achieve goals of the project(s)/program(s) or meet the vision of the organization.

Contributing	Journey	Advanced
<p>Ability to analyze data/information for accuracy, validity, and integrity. May require the ability to recommend modification of collection methodologies. Ability to interpret and evaluate results. Ability to prepare reports and/or presentations. Ability to participate in method selection, selection of issues to analyze, and how to accomplish research.</p> <p>Ability to analyze data to identify potential cause and effect.</p>	<p>Ability to define standards for the collection of data/information. Ability to set standards for accuracy, validity, and integrity of data. Ability to lead efforts to modify and adapt methodologies. Ability to plan, interpret, and evaluate results. Ability to lead method selection for research issues involving significant planning, execution, and consequences.</p> <p>Ability to conduct issue analysis. Ability to project probable social research outcomes and potential impact on policy, project, or program.</p>	<p>Ability to determine the direction of project(s)/program(s) based on social research findings. Ability to anticipate and prepare for consequences. Ability to offer alternatives for dealing with consequences and strategic impact.</p> <p>Ability to determine and implement policies, project(s), or program(s) with significant impact. Ability to involve external stakeholders as needed.</p>

Communication

Ability to convey clear and concise information verbally and in written form. Ability to effectively present ideas to individuals or groups to ensure that they understand the information and message. Ability to present social research results and summaries. Ability to adhere to reporting requirements of social research project(s)/program(s). Ability to contribute to the writing of publications and reports.

Contributing	Journey	Advanced
<p>Ability to lead exchange of research information through technical assistance and instruction. Ability to serve as a resource and/or collaborator.</p> <p>Ability to contribute to preparation of publications, reports, or policies. Ability to make presentations.</p> <p>Ability to assist in grant writing or contract and proposal development.</p>	<p>Ability to consult and/or make recommendations in the area of research or agency/program policy through effective communication about the research project(s)/program(s).</p> <p>Ability to co-authors/authors manuscripts, publications, reports, or policies. Ability to serve as primary presenter.</p> <p>Ability to collaborate in the conception and design of original research. Ability to write grants, contracts, and/or proposals.</p>	<p>Ability to influence/persuade upper level management and leaders to undertake new directions and initiatives. Ability to serve as a technical expert.</p> <p>Ability to train and coach others on publication/report writing, policy development, and presentation skills. Oversees or handles communications involving public or significant impact. Ability to serve as an expert.</p> <p>Ability to convey new research ideas effectively in order to develop partnerships to support original research. Ability to write complex grants, contracts, and/or proposals involving multiple entities.</p>

V. MINIMUM TRAINING & EXPERIENCE

Master’s degree in a discipline related to the field assigned; or Bachelor’s degree in a discipline related to the field assigned and two years of research/analysis, preferably with one year in a supervisory role; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

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.