

**DESCRIPTION:** Under limited supervision, plans, organizes, coordinates, and manages research activities of a defined research section involving two or more supervisors and a large number of research staff members. The research section conducts a wide variety of research studies and projects.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Research Supervisor class based on the overall administration of a research section involving budget administration, development of section policies, procedures, protocols and program administration through subordinate supervisors.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervision of research staff through subordinate supervisors including hiring, promotions, discipline, work assignment and review, training, and performance evaluation.

Plan, design, and implementation of research projects to include development of research protocols, data collection, data compilation and analysis, and data presentation to agency program managers and administrators. Overall coordination and administration of approved research studies/projects.

Plan, design, and implement quality control of research projects to insure accurate data collection, compilation, and analysis. Review collected data to determine anomalies, determine root cause of anomalies, and develop corrective action.

Provide assistance in the development and testing of health related research surveys to include development and/or revision of questions, sequence of questions, pilot testing of developed survey, compiling, and analyzing data.

Prepare and administer the research budget, this may include writing and administration of contracts and grants to conduct research studies.

Develop research section policies, procedures, and protocols.

Through discussion with agency customers and external customers develops the research section strategic plan and operational goals and objectives. Assigns section resources to achieve these develop goals and objectives.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: principles and practices of budget administration, enterprise building, human resource administration, and strategic planning; research methods and techniques; statistical theory, sampling, and survey techniques; survey and statistical computer software programs, quality assurance principles and methods, and research protocols.

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Ability to: develop research budgets, strategic plans, and negotiate contracts; develop and conduct research and statistical studies, interpret collected data, supervise a staff to conduct research studies, communicate effectively with administrative personnel and personnel within and outside of the agency, and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in research methods; statistics; data/information systems administration; behavioral sciences such as social services, economics, health care, or criminal justice; or related records administration coursework, and three years of experience in planning and coordinating research or statistical analysis studies/surveying activities, or developing and administering business, administrative, or similar data/information/records administration functions. Two years of experience supervising or leading others engaged in this work may substitute for the required experience.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).