**SOCIAL/CLINICAL RESEARCH ASSISTANT**

**DESCRIPTION OF WORK:**

Positions in this banded class gather, edit, analyze, and report data/information for a variety of research. Social/clinical research includes behavioral, economic, educational, public health, medical, public

policy, sociology, and closely related areas. Work is performed to support research or develop public programs and policies. Research assistants may participate in the following: preliminary literature searches;

identification of population to be surveyed; questionnaire design; collection, compilation and management

of data/information; quality assurance and quality control; analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. In a larger, more complex project, employees may be involved in only one or several aspects of the research. Most employees have limited involvement in research design; however they are expected to use considerable judgment and research skills in performing their work assignments. 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:** Applies basic knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments. Applies basic knowledge of statistics and information technology to collect and report data/information related to the area of research.

- **Data/Information Collection:** Observes, collects and records a variety of data/information, within well-defined research parameters. Documents data/information collected.

- **Information/Records:** Uses established data/information systems, functions, and/or procedures to collect and store data/information; reviews data and information for completeness and accuracy within well- defined research parameters.

- **Communication:** Communicates/explains established protocols, and status of research during data/information collection and processing. Presents compiled data/information in an established format.

**JOURNEY**

- **Knowledge:** Applies working knowledge of the research principles and methods of data entry, collection and analysis to complete defined assignments independently. Applies working knowledge of statistics and information technology to apply a variety statistical techniques and formulae in the collection and preparation of data/information related to defined research area.

- **Data/Information Collection:** Organizes, collects, records and presents data/information within defined research parameters; ensures quality control. Summarizes data/information collected.

- **Information/Records:** Compiles and organizes data/information from different sources to develop reports using established format.

- **Communication:** Leads/Updates exchange of research information through dialog, instruction and demonstration. Contributes to preparation of publications, reports and other presentations of compiled results.

**ADVANCED**

- **Knowledge:** Applies full knowledge of the research principles and methods to interpret, coordinate and/or supervise the collection and analysis of data/information related to defined research area(s); may recommend or

- **Information/Records:** Analyzes and reconciles data/information for reports from different internal and external sources. May serve as a project/team leader.

- **Communication:** Leads, consults and makes

implement technical modifications or alternatives to data/information collection and analysis. Applies full knowledge of statistics and related information technology to oversee the entry, collection and analysis of data/information related to defined research area. May develop new research tools.

- **Data/Information Collection:** May design data/information collection and/or quality

control procedures. Identifies and reports

variations or discrepancies in the data/information within defined research parameters; organizes and prepares data/information for analyses. Provides analysis on data/information collected.

recommendations in the area of research. Serve as primary presenter to various audiences; interprets findings.

**MINIMUM TRAINING AND EXPERIENCE**:

Four-year degree or equivalent 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.