



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70211

RESEARCHER

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Researcher may not perform all of the duties listed. However, it is mandatory that the first (I) duty be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Researcher position is to research, gather and evaluate information concerning job and family services programs for the agency. In addition, the incumbent serves as an informational resource person and technical advisor on research matters for the agency.

Duties

Frequency: 65% +/- 15%

- I. Researches, gathers and evaluates information concerning job and family services programs for the agency.
 - A. Prepares federal, state and local grant applications.
 - B. Researches federal, state and local legislation.
 - C. Researches unique and innovative programs.
 - D. Analyzes local demographic conditions.
 - E. Assists in the development and coordinating of research projects.

Frequency: 35% +/-10%

- II. Serves as informational resource person and technical advisor concerning research related activities.
 - A. Keeps supervisors and other agency employees abreast of research findings.
 - B. Responds to requests for data and information of supervisors and other agency members.
 - C. Represents agency in meetings and/or hearings concerning issues recently researched.
 - D. Assists divisions with program changes.



**KSA'S FOR THE
JOB CLASSIFICATION OF
RESEARCHER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Local, State, and Federal laws, rules and regulations; Grant applications; Program evaluation; Basic statistical techniques; Research methods and techniques; Research project development; Social welfare issues; Budgeting functions.	Organization; Research methods; Writing.	Extract information from various sources; Collect data; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Work independently; Work on multiple projects/tasks; Gather, collate and summarize data; Interpret technical material; Analyze demographic conditions; Prepare grant applications; Write reports; Determine funding levels for projects.
II	Research methods and techniques; Current research developments and findings; State Hearing procedures; Social welfare issues.	Oral communication; Organization; Advising; Public Speaking.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Extract information from a variety of sources; Collect data; Give or exchange facts or routine information; Listen for problems or issues and provide responses or explanations; Represent Agency in meetings; Gather, collate and summarize data; Advise others on research matters; Explain technical, research-related information to others; Assist with program changes.



Minimum Qualifications

- Completion of undergraduate major core coursework in psychology, sociology, mathematics, statistics or similar field.

- Or two courses or twelve months experience in research methods, two courses or twelve months experience in written communication, one course or six months experience in business mathematics, one course or six months experience in verbal communication, one course or six months experience in social welfare, one course or six months experience in statistics, and one course or six months experience in independent study in research.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the physical safety of others. Additionally, the position involves very limited probability of any injury, such as would be expected in a typical office environment.