

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Researcher	<u>SERIES NO.:</u> 6692	
	<u>MAJOR AGENCIES:</u> Attorney General only	<u>EFFECT. DATE:</u> 01/01/1980	<u>NEW EFF. DATE:</u> 09/22/1991

SERIES PURPOSE:

The purpose of the researcher occupation is to plan, coordinate, review & analyze research programs & projects.

At the first level, incumbents collect, organize & analyze data for research projects.

At the second level, incumbents review & analyze problems & develop research tools & methods.

At the third level, incumbents act as lead workers over lower-level researchers.

CLASS TITLE:

Researcher 1

CLASS NUMBER:

66921

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The developmental level class works under general direction & requires working knowledge of research methods in order to collect, organize & analyze data to be used in research projects.

CLASS TITLE:

Researcher 2

CLASS NUMBER:

66922

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The first full performance level class works under direction & requires considerable knowledge of research methods in order to review & analyze problems & develop research tools & methods of data collection & design research projects.

CLASS TITLE:

Researcher 3

CLASS NUMBER:

66923

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of research methods in order to act as lead worker (i.e., provide work direction & training) over lower-level researchers or independently coordinates research efforts & projects with other departmental units, outside agencies &/or consultants.

CLASS TITLE: Researcher 1	CLASS NO.: 66921	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Collects, organizes & analyzes data to be used in planning transportation projects (e.g., bridge construction &/or repair; development of transit systems), in making environmental assessments & justification of natural resource projects, in monitoring sales performance, in planning or improving federally funded manpower services (e.g., Job Training Partnership Act), in policy & program development, or to keep abreast of legal or technical issues affecting agency operations.

Prepares records & reports related to research projects or test results; reads, interprets & reduces field data charts from micro-computers; prepares correspondence; monitors time schedules; performs clerical tasks (e.g., types, proofs & copies reports; maintains files).

Assists in planning & development of research goals & projects; calibrates & performs routine maintenance of test equipment; provides information & technical assistance to departmental staff & other agencies or interested parties upon request; attends meetings as assigned related to research projects.

MAJOR WORKER CHARACTERISTICS:

Knowledge of operational, mathematical, analytical or statistical research techniques used in problem solving or decision making. Skill in use of personal computer or video display terminal*. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 courses or 9 mos. exp. in operational, mathematical, analytical &/or statistical techniques used in problem solving or decision making.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Researcher 2	CLASS NO.: 66922	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Reviews & analyzes problems & develops appropriate research tools & methods of data collection (e.g., sampling techniques, forms, procedures, conceptual models, indexes) & designs research projects.

Collects, organizes & analyzes data & prepares & maintains reports, records &/or technical evaluations related to research, tests or surveys conducted.

Serves in informational &/or advisory capacity with persons in agency, from other state & local agencies, business community &/or general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making. Skill in use of personal computer or video display terminal*. Ability to define problems, collect data, establish facts & draw valid conclusions; use research methods in gathering data; prepare meaningful, concise & accurate reports. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in conducting research studies using operational, mathematical, analytical &/or statistical research techniques & preparing reports, records &/or technical evaluations related to research conducted.

-Or 12 mos. exp. as Researcher 1, 66921AG.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

CLASS TITLE: Researcher 3	CLASS NO.: 66923	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Acts as lead worker (i.e., provides work direction & training) over lower-level researchers assigned on rotational or project basis & coordinates research activities with other departmental units, or independently coordinates research efforts & projects with other departmental units, outside agencies &/or consultants (e.g., universities, chambers of commerce, contracted consultants).

Reviews & analyzes problem or issue to be researched & develops appropriate research tools (e.g., data forms, indexes, processing packages, conceptual models, publications, methodology, design of experiments, hypotheses testing), designs & implements research projects & prepares & maintains necessary reports, records &/or technical evaluations relative to research project.

Serves as resource person & technical advisor in areas of research by replying to requests for information &/or representing agency in meetings with government or industry representatives &/or public, or testifying in hearings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; operational, mathematical, analytical &/or statistical methods used in problem solving or decision making. Skill in use of personal computer or video display terminal. Ability to deal with large number of variables & determine specific course of action; establish friendly atmosphere as lead worker; develop research tools & design projects; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in planning & conducting research studies using operational, mathematical, analytical &/or statistical research techniques & preparing reports, records &/or technical evaluations related to research conducted.

-Or 12 mos. exp. as Researcher 2, 66922AG.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.