SERIES PURPOSE:
The purpose of the social sciences research occupation is to develop &/or conduct research in order to gather & analyze social science information to be used for program evaluation & policy development, & may also include policy assessment, to effect the mission & operations of the employing agency.

At the two lower levels, incumbents formulate & implement policy for specific reporting &/or research programs to maintain agency-specific statistical information under direction or as part of a team, or act as agency expert by independently designing & conducting research & analyses in a specialty area (e.g., program analyses of policy issues evaluation, projection/forecasting techniques, prediction/classification instrument development) &/or independently conduct research & analyses concerning a variety of agency-specific issues respectively.

At the higher two levels, incumbents act as supervisor over social science researcher analysts &/or specialists assigned to one work unit, or direct all activities related to social science research, policy development & program evaluation for employing agency & supervise lower-level social science research supervisors & social science research analysts respectively.

Glossary: The terms listed below are to be interpreted to mean the following wherever they appear in this document.

1. Advanced statistical & research methods/techniques: Research methods including sampling theory, survey research, experimental, quasi-experimental or non-experimental research design & advanced statistical techniques including univariate & multivariate techniques, t-tests multiple regression, analysis of variance, analysis of covariance, factor analysis, discriminate function analysis, cluster analysis, path analysis & parametric & nonparametric statistics.

2. Policy Assessment: A variety of methods and approaches to empirical analysis that have in common the purpose of describing, explaining, or evaluating public policy, including analysis of policy with respect to human behavior, institutional behavior, decision-making, policy impact and macro-level correlates.

3. Policy Development: The application of research & evaluative methods to provide input to decision-makers in the construction of public policy with particular emphasis on the analysis of differing impact & long-range ramifications of alternative policies.

4. Program Evaluation: The systematic application of accepted social research methodologies for assessing the conceptualization, design, implementation and utility of social intervention programs and processes.

5. Social Sciences Research: A method of testing and constructing theories and hypotheses about human behavior, by applying certain rules of analysis to the observation and interpretation of social reality under strictly delineated circumstances. The focus of this research is behavior, of individuals and of groups of individuals, which has consequences for or impact on society.

Note: This classification series is reserved for use in an agency having research activities that meet the preceding definitions for terms #1, #3, #4 and #5.
CLASS TITLE: Social Sciences Research Specialist  
EFFECTIVE DATE: 03/07/2004

CLASS CONCEPT: The advanced level class works under direction & requires thorough knowledge of social science or public administration & advanced research & statistical methods/techniques in order to act as agency expert by independently designing & conducting research & analysis of policy issues in specialty area (e.g., program evaluation, projection or forecasting techniques, prediction or classification instrument development) &/or independently conduct research & studies concerning variety of agency specific issues & provide consultation to other research departmental staff.

CLASS TITLE: Social Sciences Research Supervisor  
EFFECTIVE DATE: 07/26/1998

CLASS CONCEPT: The supervisory level class works under general direction & requires thorough knowledge of social science or public administration, advanced research theory, design & methodology & advanced statistics & statistical analysis in order to supervise social science research analysts &/or specialists assigned to one work unit, initiate research agenda & prepare implementation plans.

CLASS TITLE: Social Sciences Research Program  
EFFECTIVE DATE: 07/26/1998

CLASS CONCEPT: The administrator level class works under administrative direction & requires thorough knowledge of social science or public administration, advanced research theory, design & methodology & advanced statistics & statistical analysis in order to direct all activities related to social science research, policy analysis &/or program evaluation, ensure agency compliance with statutory mandated reporting requirements & supervise assigned social science research analysts &/or specialists & social science research supervisors.
CLASS TITLE:
Social Sciences Research Analyst

EFFECTIVE DATE:
03/07/2004

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.)
Under direction or as member of project team, formulates & implements policy for specific reporting &/or research programs to maintain agency-specific statistical information (e.g., agency or statutory-mandated monthly &/or annual reporting; program monitoring/accountability data), which includes design, data collection, statistical analysis & publishing of related reports & public information, & works with other social sciences research personnel to ensure accuracy & completeness of information & reports.

Under direction or as member of project team, participates in conducting analytical social science studies on agency-specific topics; assists in designing & carrying out social science research projects (e.g., uses available data bases; creates data bases as necessary, selects appropriate statistical & analytical tools), prepares statistical & narrative reports & presents research products for use in policy & administrative decision-making.

MAJOR WORKER CHARACTERISTICS:
Knowledge of social science or public administration; application of advanced statistics & statistical analysis & research theory, design & methodology. Skill in use of computer hardware, software to do data entry, editing, spreadsheets, statistical analysis & graphics presentation & word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use advance statistics & statistical analysis; develop analytical documents defining social/health services, recommending policy positions &/or explaining impact of policy alternatives; cooperate with co-workers on research/analytical studies; handle routine & sensitive inquiries & meetings concerning availability of data & reports & presentations for policy & administrative decision making.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core coursework in social science or public administration with at least 6 courses in advanced statistics & statistical analysis & research theory, design & methodology, (i.e. earned at undergraduate or graduate level); 12 mos. exp. in application of advanced statistics & statistical analysis & research theory, design & methodology; 6 mos. trg. or 6 mos. exp. in use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May require travel.
CLASS TITLE: Social Sciences Research Specialist

CLASS NUMBER: 65262

BARGAINING UNIT: 14

EFFECTIVE DATE: 03/07/2004

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.)

Independently designs & conducts research & analysis & acts as agency's expert in research & policy issues in specialty area (e.g., program evaluation; projection/forecasting techniques; prediction/classification instrument development) &/or independently conducts research & studies concerning variety of agency-specific issues as necessary & provides consultation to other research & departmental staff.

Leads or participates as member of project team in analytical studies of agency-specific issues or services; uses available data bases or creates specialized data bases; designs & conducts projects; prepares statistical & narrative reports.

Works with other agency staff on planning &/or policy development groups relating area of expertise; represents agency with outside constituency groups on matters related to area of expertise or team-conducted analytical studies; presents research products for use in policy & administrative decision-making; provides general & specialized analytical support to administrators & other researchers.

Maintains & develops considerable knowledge of issues in social science & program evaluation research techniques & in agency-specific issues; conducts reviews of literature in specialty area; operates personal computer &/or mainframe computers for data entry, editing, word processing, statistical analysis, creation of graphical presentation of data & spreadsheets.

MAJOR WORKER CHARACTERISTICS:
Knowledge of social science or public administration; application of advanced statistics & statistical analysis; advanced research theory, design & methodology. Skill in use of computer hardware, software to do spreadsheets, statistical analysis & graphics presentation & word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use advanced statistics & statistical analysis & research theory, design & methodology; develop analytical documents defining social/health services, recommending policy positions &/or explaining impact of policy alternatives; work independently, lead &/or cooperate with co-workers on research/analytical studies; handle routine & sensitive inquiries & meetings as expert concerning availability of agency specific data & reports & presentations for policy & administrative decision making.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core coursework in social science or public administration with at least 6 courses in advanced statistics & statistical analysis & research theory, design & methodology; 18 mos. exp. in research &/or social science policy analysis using advanced statistics & statistical analysis & research theory, design & methodology; 12 mos. trg. or 12 mos. exp. in use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & work processing.

-Or 6 mos. exp. as Social Sciences Research Analyst, 65261.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May require travel.
EFFECTIVE DATE:
07/26/1998

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.)
Supervises lower-level social sciences research analysts &/or specialists assigned to one work unit, initiates research agenda based upon agency needs, supervisory input, environmental scans, availability of data, analytical tools & resources, prepares plan to implement research & monitors & ensures compliance with priorities & schedules.

Manages, leads or participates as member of project team in social science analytical studies of agency-specific issues; uses available data bases; creates new data bases; designs & carries out research projects; prepares statistical & narrative reports; specializes in particular research & policy areas (e.g., program evaluation; projection/forecasting techniques; prediction/classification instrument development; advanced statistical support; special issues in research design); serves as agency’s expert in formulating & implementing policy for specialty area.

Represents agency regarding research & analytical studies with outside constituency groups; provides consultation to other office & agency personnel; presents research products for use in policy & administrative decision-making.

Maintains & develops considerable knowledge of issues in social science & program evaluation research techniques & in agency-specific issues; conducts literature reviews as needed; operates personal computer &/or mainframe computers for data entry, editing, word processing, statistical analysis, creation of graphical presentation of data & spreadsheets.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles & techniques or management; social science or public administration; advanced statistics & statistical analysis & advanced research theory, design & methodology. Skill in use of computer hardware & software to do spreadsheets, statistical analysis & graphics presentation & word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use & develop analytical documents defining health/social services, formulating/recommending policy positions &/or explaining impact of policy alternatives; work independently, lead &/or cooperate with co-workers on research/analytical studies; handle routine & sensitive inquires & meetings as expert concerning availability of social science data & reports & presentations for policy & administrative decision making; establish friendly atmosphere as unit supervisor.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core coursework in social science or public administration; 2 yrs. exp. in social sciences research &/or policy analysis; 2 yrs. trg. or 2 yrs. exp. in use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques, management or acting as leader of project team.

-Or 12 mos. exp. as Social Sciences Research Specialist, 65262.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May require travel.
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.)

Directs all agency activities related to social science research, social science policy analysis &/or social science program evaluation & ensures compliance with agency requirements for data collection & reporting, supervises assigned social science research analysts &/or specialists & social science research supervisors, sets priorities for research agendas, approves work plans & evaluates staff & their work products.

Provides policy guidance & strategic planning support to agency director & senior-level management staff on variety of agency-specific subjects based upon currently available research & analytical data; represents agency on agency-specific research & analytical studies with outside constituency groups; develops & recommends policy positions &/or explanations of impact of policy alternatives.

Directs & performs analytical studies of agency-specific topics; uses available data bases; creates new data bases; designs & carries out research projects; prepares statistical & narrative reports; presents research products for use in administrative decision-making, policy formation & policy implementation.

Operates personal computer &/or mainframe computers for statistical analysis, word processing, spreadsheets & graphical presentation of data.

MAJOR WORKER CHARACTERISTICS:
Knowledge of supervisory principles & techniques or management; social science or public administration; advanced statistics & statistical analysis & advanced research theory, design & methodology. Skill in use of computer hardware, software to do spreadsheets, statistical analysis, graphics presentations & word processing. Ability to define problems, collect data, establish facts & draw valid conclusions/projections; use advanced statistics & statistical analysis & advanced research theory, design & methodology; develop analytical documents defining social services, developing/recommends policy positions &/or explaining impact of policy alternatives; handle routine & sensitive inquiries & meetings as expert concerning availability of social science data & reports & presentations for policy & administrative decision making; establish friendly atmosphere as section chief.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Completion of graduate core coursework in social science or public administration; 5 yrs. exp. in social science research &/or social science policy analysis; 3 yrs. trg. or 3 yrs. exp. in use of computer hardware, software used for spreadsheets, statistical analysis & graphics presentation & word processing; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques or management.

-Or 2 yrs. exp. as Social Sciences Research Supervisor, 65265

-Or 3 yrs. exp. as Social sciences Research Specialist, 65262; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques, management or working as leader of team involved in social science research &/or social sciences policy analysis.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Not applicable.

UNUSUAL WORKING CONDITIONS:
May require travel.