

Research Program Specialist I
Essential Task Rating Results

Task #	Task Statement
1	Write letters, memos, and other correspondence using word processing and other software for the purpose of communicating and disseminating information.
2	Write project and/or executive summaries, and other more complex documents using word processing and other software (e.g., Word, PowerPoint, Excel) for various purposes (i.e., documenting program requirements, status, completion, addressing policy issues, responding to requests for information and requesting information).
3	Develop concept papers to explain an issue or need for changes to existing processes, procedures or methodology (e.g., scope of proposed change, advantages/disadvantages of the proposed change, and/or budget issues).
4	Write research reports (i.e., background and literature review, list of specific study aims, goals and objectives, study design and research methodology, data collection procedures, data analysis techniques, results, conclusions and recommendations) for dissemination to requestors and other interested parties.
5	Write documents (e.g., white papers, issue briefs, journal articles, technical briefs, fact sheets) that summarize the background, methods, results, conclusions and recommendations of major studies, program development and evaluation projects for dissemination to individuals with varying degrees of technical expertise.
6	Review research articles and other documents developed by internal and external researchers to identify information useful to the current research.
7	Read and interpret policy manuals, legislative guidelines, departmental manuals, or other written materials related to relevant tasks or assignments.
8	Read literature to keep current in the latest findings in the program area.
9	Identify new research based on current trends and laws to advance understanding of the relevant areas of study.
10	Conceptualize and operationalize research strategies or hypotheses to answer or address questions pertaining to program areas.
11	Critically review literature and background information to define the research problem and incorporate relevant research findings as part of major studies, including program development and evaluation.
12	Propose and design research studies using quantitative research methodologies and techniques (e.g., survey, experimental and quasi- experimental designs) necessary to conduct a major research project to address research questions posed by various sources (e.g., upper management, legislation).

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13	Conduct research studies using quantitative research methodologies and techniques (e.g., survey, experimental and quasi-experimental designs) necessary to conduct a major research project to address research questions posed by various sources (e.g., upper management, legislation).
14	Develop, implement, and monitor procedures for the collection of qualitative and quantitative data from existing sources (e.g., local, state and federal agencies, nongovernmental groups).
15	Retrieve electronic data from various sources (e.g., computer networks, mainframe, email) to store in a secure database or data warehouse.
16	Maintain and update analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to use in research projects and meet requirements of State and/or federal agencies.
17	Process data (e.g., restructure, impute, edit) using various software programs (e.g., Statistical Analysis System, SPSS, Structured Query Language, Access, Excel) on mainframe, PC, and/or other computer systems to prepare data for analysis of major studies, program development, and evaluation.
18	Perform data quality validation checks to ensure integrity and accuracy of the data.
19	Identify and apply descriptive statistical techniques (e.g., mean, median, mode) using statistical software (e.g., Statistical Analysis System, SPSS) for use in major studies.
20	Interpret the results of quantitative statistical tests to answer questions relevant to research studies and program evaluation projects.
21	Analyze qualitative data to answer questions relevant to research studies and program evaluation projects.
22	Develop conclusions and make program and policy related recommendations based on findings from major research studies in order to propose new research or address questions or concerns.
23	Create graphs, charts, and tables to effectively convey data distributions and relationships between variables.
24	Conduct process and outcome evaluations of departmental programs and operations to guide future program development.
25	Provide information from research studies, statistical reports, and other sources to internal and external requestors.
26	Respond to ad-hoc data requests from internal and external requestors.
27	Provide advice, assistance, and general technical support regarding various topics (e.g., data requirements, study implications, evaluation objectives, benchmarks) to inform policy developers.
28	Coordinate collaborative research activities between internal and external stakeholders to implement major research studies.

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29	Establish project work plans and monitor the progress of research activities to ensure timely completion of defined objectives.
30	Oversee and review the final production of reports for the Department, Legislature, Governor's Office, and other stakeholders.
31	Facilitate meetings to discuss information that is necessary for program research and/or to resolve issues pertinent to the area of research.
32	Train internal staff on data use and limitations to ensure appropriate interpretation and use.
33	Provide consultation, as requested, on survey methodology, sampling, statistical analyses, and other related issues to departmental management and divisional organizations.
34	Participate as a subject matter expert on intra-departmental and multiagency task forces to collaborate on program or policy development.
35	Develop and conduct presentations to advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and advocacy groups on findings related to the assigned areas of research.
36	Participate in training and conferences to develop and maintain knowledge, techniques, skills, theory and principles, statistical analyses, research design and methodology, and computer software.