Research Program Specialist I
Knowledge, Skill, Ability, and Personal Characteristic Statement
Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of research design methods to conduct research projects and evaluation studies.
K02	Knowledge of the scientific method and its appropriate uses and applications in order to develop and critique research projects and assignments.
K03	Knowledge of data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results.
K04	Knowledge of appropriate sampling techniques required to produce statistically reliable and valid research results.
K05	Knowledge of practices required to ensure and maintain data security, including securely transmitting confidential data.
K06	Knowledge of basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, fractions) to analyze numerical data.
K07	Knowledge of advanced mathematical techniques (e.g., logarithms, linear algebra, calculus) to analyze numerical data.
K08	Knowledge of descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations.
K09	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.
K10	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error- free.
K11	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
K12	Knowledge of word processing software (e.g., Microsoft Word) to prepare correspondence and reports.
K13	Knowledge of spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports.
K14	Knowledge of database software (e.g., Access, Excel, SQL) to store and manage data.
K15	Knowledge of various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data.
K16	Knowledge of software used to create visual process flow charts (e.g., Visio, word).
K17	Knowledge of electronic mail and calendaring software (e.g., Microsoft Outlook, GroupWise) for e-mail and calendaring purposes.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A01	Ability to conduct a literature review using various resources (e.g., library, internet) to compile information and data from academic journals, research publications, and online sources.
A02	Ability to design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data.
A03	Ability to conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness.
A04	Ability to identify required data, information, materials, and resources needed to complete/perform a project.
A05	Ability to perform basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, and fractions) to analyze numerical data.
A06	Ability to conduct and interpret descriptive and/or inferential statistical analyses using appropriate software (SPSS, SAS, EXCEL) to test research hypotheses and to formulate conclusions and recommendations.
A07	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to research problems.
A08	Ability to determine how a system or process works and how changes in inputs, operations, and environmental conditions would affect outcomes.
A09	Ability to use sound research methods and principles to reach conclusions and/or make recommendations.
A10	Ability to analyze and evaluate the impact of programs, procedures, business processes, and/or policies.
A11	Ability to analyze statistical data to reach sound conclusions and/or make recommendations.
A12	Ability to interpret data obtained through formal data gathering techniques (e.g., surveys, questionnaires, and interviews.)
A13	Ability to verify the validity and accuracy of data collected.
A14	Ability to proofread and edit written materials (e.g. memos, letters, reports, and procedures) to ensure that they are accurate and clear.
A15	Ability to read and comprehend complex or technical information in order to interpret or explain it to others.
A16	Ability to communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
A17	Ability to write reports, policies, and procedures using proper grammar, punctuation, and sentence structure.
A18	Ability to visually present flow charts to convey process representations using various tools and methods (e.g., Visio, Word)

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A19	Ability to be objective and flexible to adapt to changes in priorities and work assignments.
A20	Ability to work on multiple projects and assignments simultaneously.
A21	Ability to complete work under critical timelines to meet project objectives and deadlines.
A22	Ability to develop and prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department.
A23	Ability to work independently to complete projects in a timely fashion.
A24	Ability to work as a member of a team to complete projects in a timely fashion.
A25	Ability to verbally communicate with others to convey information effectively.
A26	Ability to develop and maintain cooperative relationships (e.g., with governmental agencies, advocates, the public) to promote an environment that is conducive to carrying out research.
A27	Ability to communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues.
A28	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
A29	Ability to orally present research findings and/or other technical materials at the appropriate level of complexity for audiences of varying levels of understanding.
A30	Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise.
A31	Ability to access and process data located on large databases, servers, mainframes and/or desktop PCs.
A32	Ability to use statistical software (e.g., SAS, SPSS, Access, Excel) to enter, manage and analyze data.
A33	Ability to function as a technical lead for complex projects to ensure their timely completion.
A34	Ability to recognize when issues, activities, and/or decisions need to be elevated to management.
A35	Ability to monitor work of project team members to ensure that it meets quality, quantity, and timeliness standards.
A36	Ability to maintain high ethical standards in completing all assignments and projects.
PC01	Willingness to travel throughout the state and country, and internationally, by various modes of transportation.