

**CLASSIFICATION:** RESEARCH ASSISTANT

**Class Code:** 7637-19

**Date Established:** 07-01-67

**Occupational Code:** 7-1-4

**Date of Last Revision:** 12-28-01

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To research and review statistical data used in the preparation of reports, budgets, programs, and special projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Investigates and reviews data for use in reports, programs, budgets, and special projects.
- Researches and coordinates the process of gathering and presenting statistical information for agency use.
- Prepares and develops tables, graphs and charts as required in the development of a variety of projects.
- Compiles records, conducts surveys, and prepares factual reports.
- Researches existing statutes and other data to assist with writing regulations or implementing new legislation.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

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**Independent Action:** Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in statistics, economics, accounting, business or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** One year of experience in administrative or data gathering and analysis activities in government, industry or a research agency. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**SPECIAL REQUIREMENTS:** For appointment consideration, Research Assistant applicants must successfully participate in a written examination measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.

**RECOMMENDED WORK TRAITS:** Knowledge of statistical, analytical and research methods. Skill in editing techniques, data analysis and graphic presentation. Ability to speak and write effectively. Ability to perform field survey work, technical computations and preparation of statistical reports. Ability to establish and maintain effective working relationships with associates, federal, state and local authorities and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.