



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70213

RESEARCH ADMINISTRATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Research Administrator may not perform all of the duties listed. However, performance of the first (I) a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Research Administrator position is to supervise researchers and serve as an informational resource person and technical advisor for the agency. In addition, the incumbent plans, implements, coordinates and evaluates all research activities for the agency.

Duties

Frequency: 35% +/-10%

- I. Provides direct supervision to Researchers.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency: 55% +/- 15%

- II. Plans, implements, coordinates, gathers and evaluates all research activities for the agency.
 - A. Researches and evaluates human services programs.
 - B. Prepares federal, state and local grant applications.
 - C. Researches federal, state and local legislation.
 - D. Researches unique and innovative programs.
 - E. Analyzes local demographic conditions.
 - F. Develops, directs and coordinates research projects.



Frequency: 10% +/-3%

- III. Serves as informational resource person and technical advisor concerning research related activities.
- A. Keeps supervisors and other agency employees abreast of research findings.
 - B. Responds to requests for data and information of supervisors and other agency members.
 - C. Represents agency in meetings and/or hearings concerning issues recently researched.



**KSA'S FOR THE
JOB CLASSIFICATION OF
RESEARCH ADMINISTRATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Personnel practices; Supervisory practices; Training and development; Interviewing principles; The Americans with Disabilities Act; The Civil Rights Amendment.	Oral communication; Supervising; Organization; Interviewing.	Perform a wide variety of interrelated or nonstandard procedural assignments; Give or exchange routine facts or information; Maintain accurate records; Supervise; Interview; Select qualified candidates; Monitor the work of others; Assign work to others; Train others; Recognize errors in the work of others; Discipline others; Explain assignments, procedures, or situations to others.
II	Local, State, and Federal laws, rules and regulations; Basic statistical techniques; Grant applications; Program evaluation; Program planning; Research methods; Research techniques; Social welfare issues; Research project development; Budgeting.	Organization; Planning; Research methods; Writing.	Extract information from various sources; Collect data; Handle problems involving varied and unrelated processes and methods; Listen for problems or issues and provide responses or explanations; Work independently; Develop programs; Coordinate research activities; Work on multiple projects/tasks; Gather, collate and summarize data; Interpret technical material; Analyze demographic conditions; Prepare grant applications; Write reports; Determine funding levels for projects.
III	Program planning; Program implementation; Research methods; Current research developments and findings; State Hearing procedures; Social welfare issues.	Oral communication; Organization; Advising; Public speaking.	Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Extract information from a variety of sources; Collect data; Give or exchange facts or routine information; Listen for problems or issues and provide responses or explanations; Represent Agency in meetings; Gather, collate and summarize data; Assist with program changes; Advise others on research matters; Explain technical, research-related information to others.



Minimum Qualifications

- Two years experience as a Researcher, 70211.

- Or completion of undergraduate major core coursework in psychology, sociology, mathematics, statistics or similar field. Also requires two years experience in a position similar to a Researcher, 70211.

- Or two courses or twelve months experience in research methods, two courses or twelve months experience in written communication, one course or six months experience in business mathematics, one course or six months experience in verbal communication, one course or six months experience in social welfare, one course or six months experience in statistics, and one course or six months experience in independent study in research. Also requires two years experience in a position similar to a Researcher, 70211.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent has almost no responsibility for the physical safety of others. Additionally, the position involves very limited probability of any injury, such as would be expected in a typical office environment.