

Research Program Specialist II

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

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| 1. | Knowledge of research design methods to conduct research projects and evaluation studies. |
| 2. | Knowledge of the scientific method and its appropriate uses and applications in order to develop and critique research projects and assignments. |
| 3. | Knowledge of data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results. |
| 4. | Knowledge of appropriate sampling techniques required to produce statistically reliable and valid research results. |
| 5. | 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. |
| 6. | Knowledge of practices required to ensure and maintain data security, including securely transmitting confidential data. |
| 7. | Ability to develop and/or administer survey instruments (e.g., questionnaires, interview questions, survey forms) to collect information and data relevant to specific research goals and objectives. |
| 8. | Ability to design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data. |
| 9. | Ability to conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness. |
| 10. | Ability to identify required data, information, materials, and resources needed to complete/perform a project. |
| 11. | Knowledge of basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, fractions) to analyze numerical data. |
| 12. | Ability to perform basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, and fractions) to analyze numerical data. |
| 13. | Knowledge of advanced mathematical techniques (e.g., logarithms, linear algebra, calculus) to analyze numerical data. |
| 14. | Ability to perform advanced mathematical techniques (e.g., logarithms, linear algebra, calculus) to analyze numerical data. |
| 15. | Knowledge of descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations. |
| 16. | Knowledge of inferential statistical analysis techniques (t-test, bivariate/multivariate regression analysis) to test research hypotheses and to formulate conclusions and recommendations. |

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| 17. | 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. |
| 18. | Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to research problems. |
| 19. | Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments. |
| 20. | Ability to determine how a system or process works and how changes in inputs, operations, and environmental conditions would affect outcomes. |
| 21. | Ability to use sound research methods and principles to reach conclusions and/or make recommendations. . |
| 22. | Ability to analyze and evaluate the impact of programs, procedures, business processes, and/or policies. |
| 23. | Ability to analyze statistical data to reach sound conclusions and/or make recommendations. |
| 24. | Ability to interpret data obtained through formal data gathering techniques (e.g., surveys, questionnaires, and interviews.) |
| 25. | Ability to verify the validity and accuracy of data collected. |
| 26. | Ability to proofread and edit written materials (e.g. memos, letters, reports, and procedures) to ensure that they are accurate and clear. |
| 27. | Ability to read and comprehend complex or technical information in order to interpret or explain it to others. |
| 28. | Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free. |
| 29. | Ability to communicate information clearly and concisely, in writing, to audiences with varying levels of understanding. |
| 30. | Ability to write reports, policies, and procedures using proper grammar, punctuation, and sentence structure. |
| 31. | Ability to visually present flow charts to convey process representations using various tools and methods (e.g., Visio, Word) |
| 32. | Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments. |
| 33. | Ability to be objective and flexible to adapt to changes in priorities and work assignments. |
| 34. | Ability to work on multiple projects and assignments simultaneously. |
| 35. | Ability to complete work under critical timelines to meet project objectives and deadlines. |
| 36. | Ability to develop and prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department. |
| 37. | Ability to work independently to complete projects in a timely fashion. |
| 38. | Ability to work as a member of a team to complete projects in a timely fashion. |

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| 39. | Ability to verbally communicate with others to convey information effectively. |
| 40. | 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. |
| 41. | Ability to communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues. |
| 42. | Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation. |
| 43. | Ability to orally present research findings and/or other technical materials at the appropriate level of complexity for audiences of varying levels of understanding. |
| 44. | Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise. |
| 45. | Ability to access and process data located on large databases, servers, mainframes and/or desktop PCs. |
| 46. | Knowledge of word processing software (e.g., Microsoft Word) to prepare correspondence and reports. |
| 47. | Knowledge of spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports. |
| 48. | Knowledge of database software (e.g., Access, Excel, SQL) to store and manage data. |
| 49. | Knowledge of various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data. |
| 50. | Ability to use statistical software (e.g., SAS, SPSS, Access, Excel) to enter, manage and analyze data. |
| 51. | Knowledge of software used to create visual process flow charts (e.g., Visio, word). |
| 52. | Knowledge of electronic mail and calendaring software (e.g., Microsoft Outlook, GroupWise) for e-mail and calendaring purposes. |
| 53. | Ability to function as a technical lead for complex projects to ensure their timely completion. |
| 54. | Ability to provide mentoring to staff to improve performance and productivity. |
| 55. | Ability to recognize when issues, activities, and/or decisions need to be elevated to management. |
| 56. | Ability to appropriately delegate work to project team members to ensure work projects are completed on-time and within budget. |
| 57. | Ability to monitor work of project team members to ensure that it meets quality, quantity, and timeliness standards. |
| 58. | Knowledge of methods, techniques, and visual aids to develop and provide training programs and presentations to various individuals. |
| 59. | Knowledge of the principles of workflow needed to create flowcharts depicting a variety of program and project activities, timelines, and milestones. |

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| 60. | Ability to maintain high ethical standards in completing all assignments and projects. |
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