



RESEARCH DATA SERIES ALLOCATION GUIDELINES

The following are allocation guidelines for the classifications found within the statewide Research Data classification series. These guidelines are to be used in conjunction with the specifications for these classifications and are intended to supplement and clarify their use.

Allocation factors are used to help define the level descriptions for within the Research Data classification series. These descriptors indicate what is expected to be performed in each of the respective classifications. When applying the guidelines, the reader should keep in mind:

1. The allocation factors are not equally weighted.
2. Unless otherwise indicated in the guidelines, the level description should apply to a position only if it covers a majority (50 percent of the time or more) of the position's time.
3. A position allocation should be based on the position meeting the corresponding level descriptions of almost all of the allocation factors.

VARIETY AND SCOPE OF RESPONSIBILITY

The number of tasks which make up a position. As the level of difficulty of the tasks making up the combination increases, variety may become more significant.

Research Data Analyst I: Limited variety of tasks, projects are assigned and work is reviewed.

Research Data Analyst II: Perform a variety of tasks, including varied research and statistical projects, projects are assigned and work is reviewed.

Research Data Specialist I: Develop research methodology and techniques where practices are lacking. May have primary responsibility for a major project or activity.

Research Data Specialist II: Design and direct complex projects. Serves as a prime resource for management in the subject area.

Research Data Specialist III: Define scope and parameters of research criteria for projects; develop undefined methods/strategies for collecting, analyzing and reporting data. Serves as a department's top expert in the subject area.

Research Data Supervisor I: Supervise subordinate project staff performing journey level work.

Research Data Supervisor II: Supervise subordinate project staff in a well-established and fully developed research program.

Research Data Manager: Manage a specialized and/or varied research data analytics function and may oversee multiple program areas.

SUPERVISION AND GUIDELINES RECEIVED

A measurement of the extent to which tasks performed, actions taken, and decisions made are controlled or limited by supervision or by established law, policy, procedures, guidelines, or technical practices.

Research Data Analyst I: Entry developmental level; under general supervision, plans and implements research projects, prepares and presents reports written and orally, recommendations are closely reviewed, assignments are usually detailed and reviewed.

Research Data Analyst II: Full journey level; under direction, designs, plans, and implements research and statistical projects; assignments are not detailed and analyst has leeway to develop and implement projects with only occasional amount of review until a final project is completed.

Research Data Specialist I: Super journey level; under general direction, incumbents independently develop and utilize research methodology and techniques in areas where precedents are lacking, or a sparse body of knowledge or experience in the area exists.

Research Data Specialist II: Highly skilled specialist level, receives guidance usually laid out in policy; responsible for designing and directing major complex research projects.

Research Data Specialist III: Advisor level, under general direction from the highest level of management in the department; is identified by top management as a highly recognizable expert in a specific field of study.

Research Data Supervisor I: Working supervisor level, typically performs the most difficult or sensitive work; under general direction, responsible for a small group of analysts or equivalent employees performing journey level work.

Research Data Supervisor II: Full supervisory level, under general direction, incumbents receive administrative direction; typically in charge of a fully developed research function.

Research Data Manager: Management level; guidance is largely that of general policy and/or requirements of legislation; typically manages large and varied research functions; may have subordinate supervisors; reports to top management at department.

SUPERVISION EXERCISED

A measurement of the nature and extent of the position's authority and responsibility for supervision of the other employees' work. This is reflected by the scope and variety of activities covered, the amount of planning, organizing, directing, assigning work, instructing, training, and disciplining of employees required. Note, the size of staff is not controlling in determining the allocation of a supervisor if supervision of staff is accompanied by responsibility for consultation to top staff and responsibility for managing the work of the staff in a wide variety of broad research activities. Other factors which enter into level determination are: size of research project and number of subordinates; complexity and/or sensitivity of research project; level of executive management who the supervisor/manager reports to; and impact of research project.

Research Data Analyst I: None.

Research Data Analyst II: May function as a lead analyst on research projects.

Research Data Specialist I: May function as a lead analyst on research projects.

Research Data Specialist II: May function as a lead analyst on research projects.

Research Data Specialist III: May function as a lead analyst on research projects.

Research Data Supervisor I: Supervises staff working on research projects.

Research Data Supervisor II: Supervises staff working on research projects.

Research Data Manager: Manages staff working on research projects.

COMPLEXITY OF WORK

Complexity of work elements are:

- status of work or state of development of problem when first presented to employee;
- selection of assignments for employee;
- analytical and problem solving requirements;
- the extent to which plans or actions must be initiated, developed, or decided upon by the employee; and
- variety and scope of work.

Research Data Analyst I: Limited variety of tasks. Relies on proven techniques and methodologies in the performance of research and statistical projects, work involves projects which do not require independently designing and implementing procedures.

Research Data Analyst II: Performs a variety of tasks including varied research and statistical projects requiring a knowledge of research and statistical methods and how they are applied to the programs of the department. Discretion is utilized in determining methodology for research and statistical projects; independently designs and develops procedures for projects assigned. May determine need for research project; may investigate areas where precedents are lacking.

Research Data Specialist I: Creates innovative research procedures and methodologies for utilization in research activity responsibility, develop modeling processes and procedures.

Research Data Specialist II: Typically plans, designs and implements major, complicated research and statistical projects and are innovators in their subject-matter areas. Incumbents may provide expert guidance on difficult issues; serve as a prime resource person to top administration; and provide expert consultation services.

Research Data Specialist III: Advisors on complicated research projects. Widely recognized experts in a specialized field of knowledge.

Research Data Supervisor I: In a department, responsible for a research program and supervision of the staff in the program.

Research Data Supervisor II: In charge of highly specialized research program, or segment of program, where projects are sensitive and complex.

Research Data Manager: Manages a research program responsible for complex and varied research projects with results having significant impact on departmental and/or statewide objectives.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

A measurement of the nature and extent of the position's authority and responsibility for recommendations, decisions, commitments, or actions. Subject matter, nature of review, and result of error are considered in evaluating positions in this factor.

Research Data Analyst I: Limited responsibility for recommendations, decisions and actions.

Research Data Analyst II: Limited responsibility for recommendations, decisions and actions.

Research Data Specialist I: Moderate to full responsibility for recommendations, decisions and actions; project lead responsibility, provide new project ideas to management.

Research Data Specialist II: Full responsibility for recommendations, decisions and actions; under minimal guidance, makes all decisions on projects and reports to supervisor once completed; may provide ideas for future projects.

Research Data Specialist III: Full responsibility for recommendations, decisions, actions and ideas; strategizes solutions with management on varying issues, involved in policy discussions, advisor and inform in decision making process, internal committees strategize solutions.

Research Data Supervisor I: Working supervisor, full responsibility for recommendations, decisions and actions, responsible for all work completed by subordinate staff.

Research Data Supervisor II: Full responsibility for decisions and actions and responsible for all work completed by subordinate staff.

Research Data Manager: Full management responsibility for projects or groups (not necessarily final decision maker); decisions related to specific program or section. Final approval sign off by executive leadership required.

PERSONAL CONTACTS/RELATIONSHIPS

This measures types of contact required; scope of the subject matter dealt with in the contacts; and the tact, poise, persuasiveness, and skill required in the contact.

Research Data Analyst I: Limited contact with external customers/partners. Structured and direct. Internally with other programs.

Research Data Analyst II: Contact with external customers/partners. Structured and direct. Internally with other programs.

Research Data Specialist I: Contact with external and internal stakeholders, independently with limited direction.

Research Data Specialist II: Contact with external and internal stakeholders, independently with limited direction.

Research Data Specialist III: Lead contact for external stakeholders, collaborates with multiple entities and districts.

Research Data Supervisor I: Contact with internal and external stakeholders, collaborates with multiple entities and districts.

Research Data Supervisor II: Contact with internal and external stakeholders, collaborates with multiple entities and districts.

Research Data Manager: Contact with internal and external stakeholders, collaborates with multiple entities and districts.

CONSEQUENCE OF ERROR

This evaluates the significance of an error, omission, or wrong decision in the carrying out of job duties. For the research data series, the level of impact is the same for each class with the exception of the level of supervisory review which would catch and correct errors. The consequences of providing erroneous data to varying entities can result in compromising the safety of the public, denial of grants, missing timelines/milestones, policy making loss of funding and/or reputation.

Research Data Analyst I: None, all work is reviewed by supervisor.

Research Data Analyst II: Some, most work is reviewed by supervisor.

Research Data Specialist I: Partial, some work is reviewed by supervisor.

Research Data Specialist II: Partial, some work is reviewed by supervisor.

Research Data Specialist III: Minimal, work is reviewed.

Research Data Supervisor I: Full, reviewing subordinates' work.

Research Data Supervisor II: Full, reviewing subordinates' work.

Research Data Manager: Full, reviewing subordinate supervisors' work.

ADMINISTRATIVE RESPONSIBILITY

This measures the extent to which the position is involved in administrative tasks such as developing and monitoring project goals and objectives; developing and monitoring project requirements including budget, personnel, and contracts.

Research Data Analyst I: None

Research Data Analyst II: None

Research Data Specialist I: None

Research Data Specialist II: May be limited

Research Data Specialist III: Limited

Research Data Supervisor I: Limited

Research Data Supervisor II: Limited

Research Data Manager: Full administrative responsibility

AREA OF RESPONSIBILITY

This refers to the area which the position has responsibility.

Research Data Analyst I: Research projects for department. Data processing, project support, assisting higher levels, not managing data, making edits, and analytical support.

Research Data Analyst II: Research projects for department. Data processing, project support, assisting the higher levels, not managing data, making edits, and analytical support.

Research Data Specialist I: Research projects for department and may be statewide.

Research Data Specialist II: Complex and/or sensitive research projects for department and/or statewide.

Research Data Specialist III: Complex and/or sensitive research projects for department and/or statewide.

Research Data Supervisor I: Complex and/or sensitive research projects for department and/or statewide.

Research Data Supervisor II: Complex and/or sensitive research projects for department and/or statewide.

Research Data Manager: Complex and/or sensitive research projects for department and/or statewide.