



## **JOB FAMILY CONCEPT**

This family consists of five levels of professional research work. Levels are distinguished based on complexity, level of supervision received, and the level of autonomy. This job family is distinguished from the Research Technician family by the requirement of professional preparation, the responsibility for synthesizing data and interpreting research findings, and participation in independent research or institutional research. The research professional job family addresses responsibility for the following functions:

- Data analysis
- Project initiation
- Research development and analysis
- Research and statistical consultation

Incumbents may perform one or more of these functions in support of a wide range of equivalent research professional activities.

This job family covers several areas of research expertise including:

- Scientific research
- Institutional research
- Research engineering

## **TYPICAL FUNCTIONS**

***[Note: A single position may involve one or more of the functions listed, and may include functions not listed.]***

- Acquire/analyze/interpret quantitative and/or qualitative data
- Initiate new research, new work and new projects
- Make data comparisons
- Report data to external and internal audiences
- Communicate research findings
- Automate data analysis and/or entry
- Design and implement systems and procedures (e.g. sampling, data collection, calibration)
- Perform statistical analysis
- Define and implement analytic approaches, statistical models
- Establish remote site links
- Publish findings
- Secure funding
- Conduct web based research
- Provide computer and database programming to support data needs



- Lead/supervise a workgroup
- Conduct literature reviews
- Identify methodological problems in research protocol and implement modifications to optimize results
- Prepare specifications for equipment and supplies for study
- Manage research database
- Consistent with OSHA and certification requirements may serve as Chemical Hygiene Officer
- Calibrate data
- Ensure quality control
- Present research at conferences
- Serve as the principal spokesperson for project

### **LEVELS AND COMPETENCIES**

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

#### **Level 1**

**PCLS: 05001**

**Grade 78**

**Non-Exempt**

#### ***Descriptors***

Works under intermittent supervision. Completes task independently with only periodic direction from Principal Investigator (PI) or supervisor. Solves research questions/problems by using analytical skills. Retrieves data for processing, may provide some analysis of retrieved data. Drafts reports for use in publications. May design processes for gathering information.

#### ***Knowledge, Skills, and Abilities***

Knowledge of research methods and analytical procedures. Ability to use computerized tools to organize and analyze information and communicate findings. Knowledge of standard reporting procedures. Skilled in accurate data collection methods.

#### ***Experience***

Baccalaureate experience in science, math, business or other field relevant to the research.

#### ***Education***

BS or BA degree in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.



**Level 2**

**PCLS: 05002**

**Grade 79**

**Exempt**

***Descriptors***

Works under administrative supervision. Solves complex research questions/problems using analytical skills. Creates reports for use in publications. Combines own work with work of other

research professionals and faculty to produce complete projects. May design processes or tools for gathering information. May coordinate the work of other research professionals or research technicians. May develop, with guidance, models for use by other research professionals or faculty members. May use fiscal/statistical knowledge to develop reports.

***Knowledge, Skills, and Abilities***

Knowledge of research methods and analytical procedures. Ability to use computerized tools to organize and analyze information and communicate findings. Knowledge of standard reporting procedures and publishing requirements. Skilled in accurate data collection methods. Knowledge of statistical/fiscal methods. Knowledge of fiscal restrictions associated with research monies.

***Experience***

Baccalaureate experience in science, math, business or other field relevant to the research. Experience communicating findings for internal\* and external\* reporting.

***Education***

BS or BA degree in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

**Level 3**

**PCLS: 05003**

**Grade 80**

**Exempt**

***Descriptors***

Works under general direction. Assignments are only outlined. Solves complex research questions/problems by using analytical skills. Creates reports for use in publications. Contributes to work of other research professionals and faculty to produce complete projects. Develops models for use by other research professionals or faculty members. May lead\* research technicians or lower level research professionals.

***Knowledge, Skills, and Abilities***

Knowledge of research methods and analytical procedures. Ability to use computerized tools to organize and analyze information and communicate findings. Knowledge of standard reporting procedures and publishing requirements. Skilled in accurate data collection methods. Knowledge of fiscal restrictions associated with research monies. Ability to successfully lead\* the work of others.



***Experience***

Research experience at the postgraduate level. Experience in communicating findings for internal\* and external\* reporting. Experience developing models and tools for use by other research professionals.

***Education***

MS or MA degree in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

**Level 4**

**PCLS: 05004**

**Grade 81**

**Exempt**

***Descriptors***

Works under long-range administrative direction. Writes proposals to secure funding for future research projects. Solves complex research questions/problems by using advanced analytical skills. Creates reports for use in publications. Integrates/synthesizes findings and research with work of other research professionals. Develops models for use by other research professionals or faculty members. May supervise\* research technicians or research professionals. May serve as the PI on research projects. May represent the organization during inquiries or in requests for data.

***Knowledge, Skills, and Abilities***

Knowledge of research methods and analytical procedures. Ability to use computerized tools to organize and analyze information and communicate findings. Knowledge of standard reporting procedures and publishing requirements. Skilled in accurate data collection methods. Knowledge of fiscal restrictions associated with research monies. Knowledge of grant writing procedures and the ability to secure monies from external entities. Ability to supervise\*. Ability to assess the nature of an inquiry and formulate a response in line with inquiry.

***Experience***

Research experience at the postgraduate level. Experienced at communicating findings for internal\* and external\* reporting. Experience developing models and tools for use by other research professionals. Experience securing funding from external entities. Experience getting own work published in a refereed publication.

***Education***

MS or MA degree in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.



**Level 5**

**PCLS: 05005**

**Grade 82**

**Exempt**

***Descriptors***

Works under long-range administrative direction. Manages research staff and/or a research program. Writes proposals to secure funding for future research projects. Solves complex research questions/problems by using advanced analytical skills. Designs processes or tools for gathering information. Creates reports for use in publications. Combines own work with work of other research professionals and faculty to produce complete projects. Develops models for use by other research professionals or faculty members. Represents the organization during inquiries or in requests for data. May manage departmental/program budgets and create long range and strategic plans. May have full independent authority to commit the organization to major expenditures and obligations. Typically serves as the PI on research projects.

***Knowledge, Skills, and Abilities***

Knowledge of research methods and analytical procedures. Ability to use computerized tools to organize and analyze information and communicate findings. Knowledge of standard reporting procedures and publishing requirements. Skilled in accurate data collection methods. Knowledge of fiscal restrictions associated with research monies. Knowledge of grant writing procedures and the ability to secure monies from external entities. Ability to manage. Knowledge of budgeting guidelines. Ability to effectively communicate findings to the public. Ability to assess the nature of an inquiry and formulate a response in line with inquiry.

***Experience***

Research experience at the postgraduate level. Experienced at communicating findings for internal\* and external\* reporting. Experience developing models and tools for use by other research professionals. Experience securing funding from external entities. Experience getting work published. Experience managing research staff and/or a research program or the equivalent.

***Education***

PhD in a field relevant to the research (e.g. science, math, business), or an equivalent combination of training and experience.

\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Is fluent in assigned area of responsibility.

**Supervise:** Hire, train, evaluate performance and initiate corrective action.

**External reporting** sources may include but are not limited to: Federal, state, and local organizations and the general public.

**Internal reporting** sources may include but are not limited to: The Board of Regents, Statewide, MAUs and departments.