

## **RESEARCH ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position in which the incumbent analyze data, designs, performs and supervises research projects and produces a number of statistical and special project reports. In addition, the position involves responsibility for the management of a data information system. The work involves extensive use of electronic data processing equipment. General supervision is received from the Department head. Supervision may be exercised over subordinate staff.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

#### **In the Department of Behavioral and Community Health**

1. Depending upon assignment, specializes in the management of the Medical Records Unit or the Service Reporting Unit in the Office of Research and Evaluation in the Department of Mental Hygiene;
2. Develops design implementation for research projects to be conducted by the office staff;
3. Supervises the collection and analysis of statistical data relating to units of service, staff productivity and other delivery system factors;
4. Prepares reports in written and/or tabular format, using standard and in-house software packages to retrieve and present information in a clear and usable manner;
5. Attends meetings with Director of Research and Evaluation and other department staff as necessary to discuss progress of special research projects;
6. Coordinates preparation of Federal, State and other periodic reports concerning service volume and patterns of service, and may act as liaison, concerning such reports;
7. Develops or revises reporting forms for the departmental management information system;
8. Supervises clerical staff engaged in the maintenance of records and other data;
9. Assists in the training of new departmental staff in the operation of the departmental management information system;
10. Presents oral and/or written reports at Executive Council and other departmental meetings when requested, explaining research methods, procedures and results;
11. May assume limited duties of the office head in his/her absence.

#### **In the Department of Planning and Development**

1. Analyzes economic, employment, land use, housing, and transportation data for research and support of planning;
2. Assembles, collects, processes, analyzes, and interprets data from various sources;
3. Defines data requirements, and designs databases to satisfy the objectives;
4. Develops or revises reporting and/or data collection forms for the departmental data systems;
5. Ensures the currency, accuracy, and integrity of datasets/databases;
6. May train staff in the use and/or operation of department data systems;
7. Prepares reports, infographics, maps in written and/or graphic/tabular format, using standard and in-house software packages (such as ArcGIS) to retrieve and present information in a clear and usable manner;

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8. Presents oral and/or written reports at departmental and other meetings when requested explaining research methods, procedures and results;
9. Acts as a resource for other staff, the public, and clients;
10. Attends specialized training in area of expertise.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of basic research methods and survey techniques; good knowledge of current methods of collecting, analyzing and interpreting statistical data; working knowledge of data processing techniques and their applications; working knowledge of the behavioral sciences; ability to plan and organize work; ability to write narrative and statistical reports; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships; ability to supervise the work of others; ability to read and interpret complex information; ability to keep abreast of current development in the fields of research methods and mental health; resourcefulness; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or N.Y.S. registered college or university with a Master's Degree;
- OR:            (B)     Graduation from a regionally accredited or N.Y.S. registered college or university with a Bachelor's Degree PLUS two (2) years of work experience which involved research and/or statistical analysis, program evaluation, or data analysis;
- OR:            (C)     An equivalent combination of education, training and experience as indicated in (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

MH0218

ADOPTED:     10/06/75

REVISED:     03/21/78

                  06/28/79

                  08/20/86

                  10/07/88

                  08/15/90

                  10/04/19