

EDITED KSAPC LISTING

CLASSIFICATION: RESEARCH ANALYST I (GENERAL)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of concepts and terminology used in research to produce products such as reports in support of the mission of the CDCR.
K2.	Basic knowledge of concepts and terminology used in research to engage in discussions of research topics in support of the mission of the CDCR.
K3.	Basic knowledge in planning and conducting research projects to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K4.	Basic knowledge of statistical procedures (e.g., descriptive, central tendency) to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K5.	Basic knowledge of the general principles of evaluation research to support the mission of the CDCR.
K6.	Basic knowledge of social science research techniques (e.g., data collection procedures, data analysis) to support the mission of the CDCR.
K7.	Basic knowledge of research designs (e.g., experimental, quasi-experimental, cross sectional and longitudinal designs) to complete projects to support the mission of the CDCR.
K8.	Basic knowledge of research designs (e.g., experimental, quasi-experimental, cross sectional and longitudinal designs) to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K9.	Comprehensive knowledge of ethical policies and procedures (e.g. data confidentiality, data collection) related to research projects to support the mission of the CDCR.
K10.	Basic knowledge of personal computers software (i.e., Microsoft products, internet searches) products to maximize efficiency and productivity in accomplishing the goals and mission of the CDCR.
K11.	Basic knowledge to conduct literature reviews to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the CDCR..
K12.	Basic knowledge of preparation of research reports to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K13.	Basic knowledge of interpreting research findings to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the CDCR.

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KSAPC Statements	
Ability to:	
A1.	Gather, compile, analyze and interpret data in providing information and analysis to internal and external agencies served by the CDCR.
A2.	Prepare research and statistical reports support of the mission of the CDCR.
A3.	Analyze written and numerical data for internal and external agencies served by the CDCR.
A4.	Communicate effectively (e.g. written, verbal and listening) to work collaboratively with other staff in support of the mission of the CDCR.
A5.	Reason logically to resolve or provide information regarding complex governmental and managerial problems in support of the mission of the CDCR.
A6.	Use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems in support of the mission of the CDCR.
A7.	Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas in support of the mission of the CDCR.
A8.	Gain and maintain the confidence and cooperation of others in support of the mission of the CDCR.
A9.	Develop and evaluate alternative solutions to problems encountered in the process of providing information and analysis to internal and external agencies served by the CDCR.
A10.	Utilize statistical programming language to analyze research and statistical reports.
A11.	Interpret findings based on research ethics to preserve honesty, objectivity and integrity.
A12.	Avoid careless errors and negligence to preserve honesty, objectivity and integrity.
A13.	Examine work carefully and critically to preserve honesty, objectivity and integrity.
A14.	Interpret, assess and apply research ethical rules, make decisions and act in various situations to preserve honesty, objectivity and integrity.
A15.	Incorporate new methodologies and techniques into the process of providing information and analysis to internal and external agencies served by the CDCR.

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KSAPC Statements	
Skill to:	
S1.	Meet deadlines in a timely manner to support the mission of the CDCR.
S2.	Work in a professional research environment with flexibility to take direction to achieve the goals in support of the mission of the CDCR.
S3.	Adapt to changing priorities to achieve the goals in support of the mission of the CDCR.
S4.	Work independently or as part of a team in order to gain and maintain the confidence and cooperation of others to achieve the goals in support of the mission of the CDCR.
S5.	Use various computer programs to create and edit products to achieve the goals in support of the mission of the CDCR.
S6.	Work on multiple projects in support of the mission of the CDCR.
S7.	Prioritize work projects and tasks to complete staff work to achieve the goals in support of the mission of the CDCR.