

EDITED TASK LISTING

CLASSIFICATION: Research Program Specialist III (Demography)

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

Task Statements	
1.	Plan, organize and conduct independent and complicated studies, data extraction cleaning and complication on various populations, from multiple data systems to produce reports for the Department and other stakeholders utilizing computer programs (e.g., Statistical Analysis System (SAS) and other simulation software), departmental data and other criminal justice entities in compliance with applicable laws, rules, regulations, and departmental policies, under minimal supervision.
2.	Provide expert consultative services to internal/external stakeholders (e.g., departmental management, control agencies and staff) in making decisions about creating/changing programs, policies, and initiatives, etc. utilizing advanced research skills, computer programs (e.g., SAS and other simulation software) and departmental data in compliance with applicable laws, rules, regulations, and departmental policies, as needed.
3.	Collect and compiles data, conduct literature reviews for the most complex major research projects to ensure compliance with legislative mandates utilizing various resources [e.g., statistical software packages (SAS), , state laws, penal code, Title 15, DOM, and legislative mandates], as directed by the Department and other stakeholders.
4.	Identifies appropriate data elements from multiple databases (internal/external) to create datasets for data analysis utilizing subject matter expertise, knowledge of advanced research and statistical methods, and knowledge of departmental databases, as needed.
5.	Extracts and compiles appropriate data elements from multiple databases (internal/external) to create datasets for data analysis utilizing subject matter expertise, knowledge of advanced research and statistical methods, and knowledge of departmental databases, as needed.
6.	Perform statistical analyses of departmental data in order to provide recommendations utilizing a broad understanding of complex research, statistical methods, and computer programs (e.g., SAS, Excel) and other simulation software, as needed.
7.	Assess the impact of correctional policies, programs and initiatives on changes in the composition and magnitude of various populations utilizing departmental data, advanced research skills, computer programs, and programming skills, as needed.
8.	Prepare research reports and other written products for management and staff in order to make recommendations based on research results utilizing Word, statistical software, etc., as needed.
9.	Prepare informal/formal presentations of research progress, barriers, and findings from research projects for management and staff in order to make recommendations based on research results utilizing interpersonal skills and statistical software, as needed.
10.	Deliver informal/formal oral presentations to management and staff in order to make recommendations based on research results utilizing interpersonal skills and statistical software, as needed.
11.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships, in all situations.

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12.	Take the initiative to begin projects for internal/external stakeholders in order to ensure success utilizing knowledge of departmental operations, research methods, computer skills, and interpersonal relations, as needed.
13.	Carry out projects for internal/external stakeholders in order to ensure their success utilizing knowledge of departmental operations, research methods, computer skills, and interpersonal relations, as needed.
14.	Complete projects for internal/external stakeholders in order to ensure their success utilizing knowledge of departmental operations, research methods, computer skills, and interpersonal relations, as needed.
15.	Represent the Department in informal/formal settings regarding research matters at meetings, and conferences to obtain information and/or represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, as needed or upon request.
16.	Provide data for the development of departmental policies and procedures to provide the most up-to-date research information utilizing subject matter expertise, applicable laws, rules, regulations, and advanced research skills, as needed.
17.	Apply knowledge of research methods to ensure that research projects are produced in compliance with civil service rules, laws and regulations to maintain integrity for the Department, in all situations.
18.	Work closely with stakeholders to obtain needed data in order to evaluate programs for the Department utilizing interpersonal skills, subject matter expertise, and specially created database systems, as needed.
19.	Collaborate with departmental staff in the development of data systems to ensure high quality data collection utilizing knowledge of research methods, computer capabilities, and subject matter expertise, as needed.
20.	Work closely with outside contractors in the development of data systems to ensure high quality data collection utilizing knowledge of research methods, computer capabilities, and subject matter expertise, as needed.
21.	Work closely with external researchers conducting evaluations of departmental programs (e.g., Universities) to provide them with data, departmental staff access, and advice on research methods utilizing subject matter expertise, statistical methods, departmental databases, and operations, as needed.
22.	Utilize knowledge to act as a consultant/advisor to internal/external researchers and other stakeholders to ensure compliance in the development of research methodologies with State and Federal laws, upon request.
23.	Performs literature reviews and synthesizes information from research literature to build a foundation for future research studies utilizing knowledge of research literature databases (e.g., PsychInfo), as needed.

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24.	Provide technical, consultation in data collection and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data utilizing various resources (e.g., site visits, teleconferencing, internet), on a periodic basis.
25.	Train research staff in data extraction, complication and data reporting to ensure reliability, validity, comprehensiveness, and integrity of data utilizing various resources (e.g., site visits, teleconferencing, internet), on a periodic basis.
26.	Remain up-to-date with scientific methodologies by attending and actively participating in various relevant trainings (e.g., professional organizations, in-house and external classes), in order to perform essential functions.
27.	Remain up-to-date with software applications by attending and actively participating in various relevant trainings (e.g., professional organizations, in-house and external classes), in order to perform essential functions.