

Research Consultant 1

UW CODE AND REPRESENTATIVE GROUP

XXXXX (NE S UAW RSECC)

CLASS SERIES CONCEPT

Design, develop and maintain database structures that effectively and efficiently support data collection, input and analysis of multi-focused research projects. Assist with the development of data collection instruments and analytical strategies, conduct statistical analysis, and participate in the preparation of results for reports, publications and/or presentations.

If the primary focus is coordination of research activities for a significant research project or multiple smaller research projects, then a Research Coordinator job profile may be more appropriate. If the primary focus is performing research, then a Research Scientist/Engineer job profile may be more appropriate.

BASIC FUNCTION

This is an entry level professional research consultant. Contribute to the design, development and maintenance database structures that support data collection, input and analysis of multi-focused research projects. Requires basic skill set and proficiency. Perform routine analysis, evaluating, selecting, and applying standard procedures and techniques to assignments with clear, specific objectives. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of alternatives.

DISTINGUISHING CHARACTERISTICS

Works under limited supervision to complete assigned tasks/projects, demonstrating the ability to work independently. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Knows the fundamental concepts, practices, and procedures of a particular field of specialization; continues development of technical expertise and knowledge through experience and application.

TYPICAL WORK

Work directly with researchers to explain and modify databases and routine analytic processes to best serve the needs of evolving projects; create flowcharts, commend code, and write related documentation to help explain complex processes to others.

Maintain, update and adapt databases containing data from multiple sources; execute queries on databases to respond to researcher requests and external requests from collaborators, media, policymakers, donors, and other stakeholders.

Perform consistency checks and routine diagnostics on data and databases; using standardized protocols, identify problems with datasets, rectify issues, and systematize data for future analysis; follow protocols for and devise new ways to store/retrieve data; and archive, catalogue and annotate datasets according to Institute standards to build a common library of materials for use by a wide set of researchers.

Develop code to perform survey-specific data verification; create reports to monitor quality and progress; and communicate with individuals collecting primary data to troubleshoot survey problems and ensure high quality results.

Maintain, update and carry out routine computational processes that are central to generating results for ongoing projects; perform consistency checks and diagnostics on a regular basis.

Provide mentoring for program/project staff, overseeing the work of project staff, students and interns.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and one year of relevant experience.

Equivalent education and/or experience may substitute for minimum qualifications except when there are legal requirements, such as a license, certification, and/or registration.

CIVIL SERVICE EXEMPTION

Research: Individuals having formal academic preparation at least at the Bachelor's level or demonstrated professional competence in a specific field of research, and having responsibility for or assisting in one or more of the following tasks: identifying and defining research problems; designing approaches or hypotheses to be tested and the methodology to be used; designing specific phases of research projects; analyzing results; developing conclusions and hypotheses; presenting research results in publishable form; and/or obtaining research grants.

CLASSIFICATION HISTORY

XX/XX/XXXX: New class per PERC Case No. XXXXXX-X-XX