

Research Consultant 3

UW CODE AND REPRESENTATIVE GROUP

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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 a fully functional, professional research consultant. Working closely with principal investigators, co-investigators and senior staff, devise approaches to meet analytic needs and test/execute statistical analyses. Responsible for the design/development of reporting tools and routine data reporting in support of projects and programs and serves as the data analyst for research inquiries and formal reporting.

DISTINGUISHING CHARACTERISTICS

Assigned work under general guidance; receives instruction on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems, and work is reviewed for application of sound professional judgment. Establishing distinguishing technical expertise coordinating investigator-initiated and industry sponsor-initiated research studies; has broad knowledge of principles, practices, and procedures of field of specialization.

TYPICAL WORK

Assist in identifying and defining research problems; contribute to the study design of research methods (e.g., defining objectives, subjects, data collection methods, etc.) and analytical strategy; assist with the development of data collection instruments; and review research materials and provide consultation on statistical techniques.

Design and create programs for data entry and data validation, report generation and program validation; perform quality assurance and statistical analysis of multiple data sets; using standardized protocols, identify problems with datasets, rectify issues, and systematize data for future analysis.

Develop, write and edit research data reports; prepare and present research results, orally and in publishable form, to various audiences (research partners, sponsors/funders, policymakers, practitioners, collaborators, etc.); participate in meetings internally and outside the UW.

Participate with researchers in the preparation of grant proposals to obtain continued and/or new funding for research projects.

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

Participate in the creation and maintenance of study documentation, including standard operating procedures, tracking forms, case reports forms, etc.; work with study personnel to address questions related to study procedures.

Work directly with researchers to create, manipulate and merge large data sets; develop protocols; create flowcharts, comment code, and write related documentation to help explain complex processes to others; communicate effectively with others to complete data transfer, data analyses, and report generation; summarize and communicate results.

May supervise research and support staff, assigning, overseeing and evaluating the work of project staff, students and interns; and provide training and mentoring of assigned research program/project staff.

Perform the duties of Research Consultant 1 and 2.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and four years 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