

## **Research Consultant 2**

### **UW CODE AND REPRESENTATIVE GROUP**

XXXXX (NE S UAW RSECC)

XXXXX (E 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 intermediate level, developing/maturing professional research consultant. Work under the general direction of a principal investigator or collaboratively with other research staff to design, develop and maintain database structures. Analyze data and assist in the preparation of results for reports, publications and/or presentations.

### **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. Knows and effectively uses 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 create, manipulate and merge large data sets; create flowcharts, comment code, and write related documentation to help explain complex processes to others.

Contribute to study design, analytical strategy and design/development of data collection instruments; review research materials and provide consultation on statistical techniques; develop protocols; summarize and communicate results.

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.

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; design and create programs for data entry and data validation, report generation and program validation.

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.

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

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 a Research Consultant 1.

Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in a related field and two 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