

RESEARCH DIRECTOR

KIND OF WORK

Administrative or fiscal research and planning work.

NATURE AND PURPOSE

An employee in this class is responsible for planning, directing, coordinating and evaluating various research programs and special projects carried out by a large technical and clerical staff. Work includes the collection, compilation, analysis, interpretation and presentation of data in such areas as manpower research and planning and employment conditions; public finance; public assistance and rehabilitative programs; or vital statistics.

General objectives are outlined by a department head or division director, but this employee is given wide latitude in developing specific projects and determining procedures to follow in accomplishing them. The employee supervises a staff of professional and clerical employees.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and directs the operations of a research and planning section; acts as departmental advisor in the interpretation and application of research findings.

Supervises and coordinates continuing and special projects devised to collect, analyze and report data concerning departmental programs, new programs and modifications of existing programs.

Assembles information and data to be used as a basis for proposing changes in laws pertaining to departmental programs.

Supervises and takes part in the development, evaluation, modification and change of research techniques and procedures.

Confers with representatives and officials of governmental agencies, private industry and other public and private groups.

Prepares reports analyzing and interpreting the data and applying it to administrative problems, proposed program changes and new programs.

Supervises the work of technical and clerical personnel.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of statistical principles, methods and techniques.

Thorough knowledge of the following, as appropriate:

Principles of public finance.

Tax laws of this state.

Business and labor economics.

Laws and regulations governing employment and unemployment compensation.

Laws, policies, organization and departmental goals of public assistance and rehabilitative programs.

Vital statistics management.

Ability to:

Ability to plan and direct large-scale statistical research studies.

Ability to develop an organizational structure and procedures capable of efficiently accomplishing the work program.

Ability to supervise a large technical and clerical staff engaged in various kinds of research work.

Ability to analyze, interpret and present complex statistical data.

Ability to maintain effective working relationships with departmental staff and with public and private organizations.

Est.: 4/48
Ckd.: 11/92

T.C.: 5/57; 6/62; 7/66
Former Title(s): Tax Research
Supervisor,
Tax Research and
Planning
Director,
Research and
Planning
Director,
Manpower Research
and Planning
Director