

**Lane Council of Governments
Job Classification**

Job Title:	Research Assistant	FLSA Status:	Exempt
Division:	Local Government Services	Range:	17
Reports To:	Program Manager	Last Revised:	August 2000

General Statement of Duties

Participates in research, evaluation, and planning projects and performs a variety of research and analysis activities.

Supervision Received

Work is assigned and reviewed by the supervisor and performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports, and services provided.

Supervision Exercised

Provides guidance, assistance, and training to Planning Technicians and support staff.

Resource Responsibility

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

Distinguishing Features

The Research Assistant classification is distinguished from the Research Associate classification by performing less complex duties with less latitude for independent decision making.

Essential Job Functions

Participates on the Evaluation Team for the Community Safety Division.

Interviews agency managers and staff.

Performs research and evaluation by collecting, analyzing, interpreting and summarizing information, using research methods including gathering collaborative data from paper and computer files, conducting face-to-face and telephone interviews, and conducting feasibility and cost benefit analyses.

May participate as a team member on other research and evaluation projects; may serve as project lead.

Assists in the development of data collection tools and procedures and selection and /or refinement of data collection instrumentation.

Prepares status reports and other written and oral reports requiring intermediate skills in research and analysis of statistical data. May present reports to committees, staff, and elected and appointed officials.

May provide staff support to committees; prepare agenda, present options, make recommendations.

Facilitates interagency and intergovernmental coordination and cooperation on research and evaluation projects.

Other Job Functions

Plans and conducts special assignments as directed by the supervisor.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in the an office environment while sitting at a desk or computer terminal. Some travel is required to conduct interviews and work with other project collaborators.

Knowledge, Skills, and Abilities

Knowledge of qualitative and quantitative research, design, and methodology.

Knowledge of various forms of data collection and analysis, including project planning, data collection and analysis, interpretation and reporting.

Knowledge of personal computer applications related to research and evaluation, including statistical analysis and graphic representation of data, word processing, and spreadsheets.

Knowledge of MS Excel, MS Access, and SAS or SPSS preferred.

Ability to write clear and concise analyses and reports.

Ability to compile and analyze original data and develop appropriate interpretations and recommendations.

Ability to evaluate the reliability of various data.

Ability to communicate effectively orally and in writing with staff, the public, and representatives of other agencies.

Ability to physically perform the duties of the job.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to establish and maintain effective working relationships with other employees, study participants, the general public, and representatives of other agencies.

Education and Experience

Bachelor's degree in sociology, public administration, or related field, plus one year of experience working with quantitative data collection, or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. Education must include at least one undergraduate course in statistics and research methods. Experience in mental health, substance abuse, criminal justice, juvenile justice, or education is preferred.

Licenses, Certificates, and Other Requirements

Due to the setting and the nature of the work, the successful applicant may have to complete a background investigation in order to gain a pass into the jail.