

CLASS TITLE: Research Associate

CHARACTERISTICS OF THE CLASS: Under direction, the class directs and coordinates consultants and professional research staff engaged in conducting studies to evaluate the effectiveness of current or proposed programs and policies; and performs related duties as required.

ESSENTIAL DUTIES: Establishes methods and procedures for the collection and reporting of research data; designs research models for the compilation and analysis of data; assigns projects to staff ensuring work standards and time lines are followed; assists staff in interpreting and reporting data; prepares or directs the preparation of narrative and statistical reports on research findings ensuring the completeness and appropriateness of data and conclusions presented; presents research findings and recommendations to management; supervises staff or participates in identifying potential funding sources for programs and completing grant applications; monitors and evaluates proposed federal and state legislation relative to departmental programs and policies and prepares summaries regarding potential impact; oversees the development and maintenance of computerized databases for use in research studies; prepares reports on the status of research projects.

RELATED DUTIES: Uses statistical and other software packages to access data maintained on various databases and generate reports; participates with other city departments and public and private agencies on major research studies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Master's degree in Statistics, Urban Studies, the Social Sciences or a related field supplemented by four years of progressively responsible planning or research experience.

Knowledge, Abilities and Skill. Considerable knowledge of research theories, objectives and methods. Considerable knowledge of departmental programs and operations. Considerable knowledge of statistical analysis methods and techniques. Considerable knowledge of grant agencies and the application process. Good knowledge of database software.

CLASS TITLE: Research Associate (Cont'd)

Ability to direct research studies. Ability to obtain grants.
Ability to oversee the preparation of research reports.

Considerable skill in the application of research theories and methods. Considerable skill in the design of research collection and reporting methods. Good skill in evaluating federal and state legislation. Excellent oral and written communication skills. Good analytical skills. Good organization skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: June, 2008)