

[Go Back](#)**NASSAU COUNTY****Title : RESEARCH SYSTEMS
SPECIALIST****SCHOOL DISTRICTS****Code: 030156 BRQ****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Assists in planning, designing, and evaluating research projects based on the use of electronic data processing equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the technical knowledge of programming and the interpretation of textual and tabular material to conduct and evaluate a variety of research studies. Supervision is exercised over research aides and clerical personnel.

TYPICAL DUTIES

1. Investigates, collects, and prepares data bases.
2. Selects and constructs appropriate measuring instruments to pick out and process relevant data.
3. Follows up on programs based on research studies.
4. Discusses with interested parties the progress on various research studies.
5. Supervises research aides and clerical personnel.
6. Prepares detailed reports on work in process and completed projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of statistical research and investigative methodology.
2. Knowledge of the current methods and techniques of electronic data programming.
3. Knowledge of the use and capabilities of the application of electronic data processing equipment to statistical studies.
4. Ability to express ideas clearly and concisely both orally and in writing.
5. Ability to plan and supervise the work of subordinates.
6. Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university with courses in mathematics or statistics, including or supplemented by courses in programming
and

Three years of experience in research or systems work.

NOTE: Experience, as outlined above, in excess of the three-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of four years.

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