



Research Program Specialist 1&2

Class Code: 5742 – Exam Code: 3PB1601 – Research Program Specialist 1

Class Code: 5758 – Exam Code: 3PB1602 – Research Program Specialist 2

Department(s): State of California

Opening Date: 10/25/13

Final Filing Date: Continuous

Type of Examination: Servicewide, Open

Salary: Research Program Specialist 1: monthly-ranged-salary
\$5,053.00 - \$6,325.00
Research Program Specialist 2: monthly-ranged-salary
\$5,550.00 - \$6,947.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, servicewide eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires eighteen (18) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Research Program Specialist I

Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made. and

EITHER I

Experience: One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II.

OR II

Experience: Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.)
and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.

Research Program Specialist II

Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made and

EITHER I

Experience: One year in the California state service performing research duties in a class at a level of

responsibility equivalent to that of a Research Program Specialist I.

OR II

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to a Research Program Specialist I.) **and**

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

POSITION DESCRIPTION

RESEARCH PROGRAM SPECIALIST I

The positions are characterized by assignments which require, on a regular basis, a high degree of skill above the journey level. Under general direction, employees at this level independently develop and utilize research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists.

Incumbents work independently with primary responsibility for a major project or activity.

RESEARCH PROGRAM SPECIALIST II

The positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the subject matter of their occupations.

Incumbents have responsibility for designing and directing major complex research projects or activities.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

- Data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results.

- Appropriate sampling techniques required to produce statistically reliable and valid research results.
- Practices required to ensure and maintain data security, including securely transmitting confidential data.
- Descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations.
- Word processing software (e.g., Microsoft Word) to prepare correspondence and reports.
- Spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports.
- Database software (e.g., Access, Excel, SQL) to store and manage data.
- Various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data.

Ability to:

- Design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data.
- Identify required data, information, materials, and resources needed to complete/perform a project.
- Conduct and interpret descriptive and/or inferential statistical analyses using appropriate software (SPSS, SAS, EXCEL) to test research hypotheses and to formulate conclusions and recommendations.
- Use sound research methods and principles to reach conclusions and/or make recommendations.
- Analyze statistical data to reach sound conclusions and/or make recommendations.
- Communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
- Write reports, policies, and procedures using proper grammar, punctuation, and sentence structure.
- Facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
- Use statistical software (e.g., SAS, SPSS, Access, Excel) to enter, manage and analyze data.

KNOWLEDGE AND ABILITIES for Research Program Specialist II

Knowledge of:

- Inferential statistical analysis techniques (t-test, bivariate/multivariate regression analysis) to test research hypotheses and to formulate conclusions and recommendations.

Ability to:

- Read and comprehend complex or technical information in order to interpret or explain it to others.
- Visually present flow charts to convey process representations using various tools and methods (e.g., Visio, Word).
- Orally present research findings and/or other technical materials at the appropriate level of complexity for audiences of varying levels of understanding.

- Access and process data located on large databases, servers, mainframes and/or desktop PCs.
- Monitor work of project team members to ensure that it meets quality, quantity, and timeliness standards.
- Function as a technical lead for complex projects to ensure their timely completion.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258

1-866 844-8671

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available [online](#) and at the Department of Veterans Affairs.

Bulletin Revision Date: 07/07/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)