**Classification Specification for Unclassified Service**

**Title:** Research Associate

**Pay Scale Group:** 00 K (Broadband)

**Essential Function**

Applies professional knowledge, skills, and training to help conduct experimental research work in a particular discipline; research associates (Jr./Sr) encompasses individuals at all degrees and have a high level of competency in research but may not have an independent research program.

**Characteristic Duties**

Assist with the coordination of laboratory projects or research studies in a particular discipline;

Makes independent contributions to projects and studies based on professional training or functional experience;

Solves problems using combined research knowledge;

Independently works on whole projects/problems;

Decides how to solve problem and relies on own resources to resolve it;

Contributes effectively to the collective team effort;

Analyses research results;

Organizes data search and analysis procedures;

Assists in establishing test controls, criteria and research standards;

Assists in the design of complex data processing systems to analyze research data;

Accomplishes assigned results for project/studies, or for significant aspects of larger, complex assignments;

Serves as a seasoned level researcher.

**Minimum Qualifications**

Bachelor's degree in a profession/field or equivalent level of knowledge.

**Knowledge/Experience**

Entry level professional that demonstrates understanding of research fundamentals (e.g. testing and evaluating procedures, data validation and interpretation) and knows fundamental concepts of particular field or research.

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discipline. Independently evaluates and selects techniques, procedures and criteria; uses professional judgment assist with the management of projects/studies or resolve problems. **To Progress Through This Level:** Demonstrates increased professional capabilities; demonstrates continual success in performing increasingly more complex projects and studies that require seasoned/technical skills; demonstrates ability to improve current methods and evaluate innovative techniques.

**Communication:**

Assists in the preparation of research papers, grants, and other documents for publication; advises staff on methods and procedures; explains technical information.

**Interaction with Others**

Interfaces well with other professionals and technicians on projects/studies.

**Work Complexity**

Performs a broad range of work with minimal supervision; entails involvement in a number of research projects/studies; understands interdependency of deadlines on multiple projects and acts to preserve integrity of others’ deadlines and overall project/study progress and success.

**Guidance & Supervision Received**

May receive technical guidance on more complex research issues; reports progress to supervisor according to project plans, or based on employee’s discretion.