



# Research and Evaluation Specialist II

Class Code:  
P7D

Bargaining Unit: County Employees'  
Management Association

COUNTY OF SANTA CLARA  
Established Date: May 24, 2016  
Revision Date: May 26, 2016

## **SALARY RANGE**

\$39.40 - \$47.91 Hourly  
\$3,152.00 - \$3,832.80 Biweekly  
\$6,829.33 - \$8,304.40 Monthly  
\$81,952.00 - \$99,652.80 Annually

## **DEFINITION:**

Under general direction, to plan and organize activities focused on research and evaluation of an agency/departments program and service performance outcomes; to implement and validate new service technologies and best practice models of service delivery; and to establish partnerships with other agency departments in support of improving programs and services through research and evaluation.

## **DISTINGUISHING CHARACTERISTICS:**

The Research and Evaluation Specialist II is the full working professional level within the Research and Evaluation Specialist class series. Research and Evaluation Specialist IIs serve as research experts demonstrating a highly specialized/technical research skill set conducting complex research and evaluation activities and applying analytic tools such as running statistical models, managing and monitoring data collection and interpreting results, and is experienced using empirical research in actual settings. Research and Evaluation Specialist IIs may provide guidance and support to Research and Evaluation Specialist Is.

The Research and Evaluation Specialist II is distinguished from the Research and Evaluation Specialist I class in that the Research and Evaluation Specialist II possesses and competently applies the technical research and evaluation skill set independently whereas the Research and Evaluation Specialist I assists or performs routine and closely supervised research projects until knowledge and skill is gained. The Research and Evaluation Specialist II differs from the Senior Research Evaluation Specialist class that is responsible for overseeing and leading research studies, conceptualizing research questions to implement studies, developing research models and determining study design. The Research and Evaluation Specialist II is further distinguished from the Management Analyst class that performs a variety of analytical study/projects to improve on management functions while the Research and Evaluation Specialist II performs study/projects that focus on research and evaluation of program and service performance outcomes.

## **TYPICAL TASKS:**

- Collaborates with the Director of Research and Senior Research and Evaluation Specialist by supporting research and program evaluation studies and cost-benefit analysis on a variety of agency programs and services using qualitative and quantitative methods;
- Conducts interviews, focus groups, surveys, researches and evaluates existing data sets and performs statistical analysis;
- Monitors relevant policies and legislation at the State and Federal levels to report on their impact on program/services and clients;
- Acts as a departmental resource on questions related to relevant research projects;
- Prepares reports and policy briefs outlining research and evaluation activities including policy analysis, methodologies, results and recommendations that can be used by departments and management;
- Prepares reports and required documentation for grants including annual and biannual reports; submits reports to funders;
- Prepares reports and presentations of evaluation and research results for various audiences;
- Analyzes, interprets, and summarizes research and evaluation findings, relevant legislation impacting programs and services, and policy implications;
- May function as project leader or supervise Research and Evaluation Analysts;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

**EMPLOYMENT STANDARDS:**

Sufficient experience and education that demonstrates the ability to perform the above tasks and the possession and application of the following knowledge and abilities:

**Training and Experience Note:** The following knowledge and abilities are acquired through Possession of Master's Degree in Social Work, Public Policy, Public Health, Public Administration or related field

AND

Two (2) years of experience performing research and evaluation and performance outcome activities in a direct client service environment. Experience must include participating in one (1) research project that contributed to the dissemination of findings through publication or presentation at a professional organization.

Possession of a California' Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

**Knowledge of:**

- Current trends in Federal, State, and local relevant research field and evaluation of programs, and services, and direct client service delivery;
- Best evidence-based practices and web-based resources, including knowledge of the academic literature and policies relevant to field of study;
- Quantitative and qualitative research methods, including research design, interviewing protocols, instrument design, sampling, data collection, etc.;
- Practices and techniques of administrative and statistical analysis and report preparation;
- Database conventions and performance measures;
- Common computer applications including word processing and spreadsheets;
- Standard and statistical software applications.

**Ability to:**

- Use research findings to recommend best practices for agency programs and services and to inform policy recommendations;
- Effectively communicate both orally and in writing to governmental, academic and community agencies;
- Research, compile, evaluate, analyze data and interpret results;
- Prepare, and present data related to research and evaluation findings to a broad audience of stakeholders;
- Use qualitative and quantitative research methods in applied public and direct client service settings;
- Assist in writing and preparing grant applications;
- Initiate, plan and complete work assignments with a minimum amount of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work.