



## **Research Program Specialist 1**

**Exam Code: 3PB1601**

## **Research Program Specialist 2**

**Exam Code: 3PB1602**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

**This exam will be discontinued effective August 11, 2018**

### **CLASSIFICATION DETAILS**

**Research Program Specialist 1** – \$5,465 - \$6,841 per month.

**Research Program Specialist 2** – Range A: \$6,003 - \$7,514 per month.  
Range L: \$6,184 - \$7,739 per month.

View the [classification specification](#) for the Research Program Specialist 1 & 2 classifications.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

#### **How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

## **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Research Program Specialist 1**

#### **Either 1**

**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 2**

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 1**

Experience: One year in the Californian state service performing research duties in a class at a level of responsibility equivalent to that of a Research Program Specialist I.

#### **Or 2**

**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 1**

The positions are characterized by assignments which required, 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 work primarily responsibility for a major project or activity.

## **Research Program Specialist 2**

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 SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

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. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results.
2. Appropriate sampling techniques required to produce statistically reliable and valid research results
3. Practices required to ensure and maintain data security, including securely transmitting confidential data.
4. Descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations.
5. Word processing software (e.g., Microsoft Word) to prepare correspondence and reports.
6. Spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports.
7. Database software (e.g., Access, Excel, SQL) to store and manage data.
8. Various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data.

**Ability to:**

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

**KNOWLEDGE AND ABILITIES for Research Program Specialist 2:****Knowledge of:**

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

**Ability to:**

1. Read and comprehend complex or technical information in order to interpret or explain it to others.
2. Visually present flow charts to convey process representations using various tools and methods (e.g., Visio, Word).
3. Orally present research findings and/or other technical materials at the appropriate level of complexity for audiences of varying levels of understanding.
4. Access and process data located on large databases, servers, mainframes and/or desktop PCs.
5. Monitor work of project team members to ensure that it meets quality, quantity, and timeliness standards.

6. Function as a technical lead for complex projects to ensure their timely completion.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Research Program Specialist 1 & 2** classifications will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **eighteen (18) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

**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.**

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#) for the Research Program Specialist 1 & 2 classifications.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

Take the examination for the [Research Program Specialist 1 & 2](#) classifications.

**This exam will be discontinued effective August 11, 2018**

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources

CalCareer Service Center

1810 16<sup>th</sup> Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this



bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 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.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.