

*****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.*****

Training and Experience Evaluation

Research Manager I

Consortium

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 11

To answer all the test items in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for the Research Manager 1

1. Proposing, designing, and implementing original research strategies to address programmatic issues, answer questions, or provide insight to management.
2. Creating and implementing data collection methods and procedures to facilitate the collection of quantitative and/or qualitative information in accordance with research and program requirements.
3. Preparing data (e.g., extract, restructure, impute, edit) using software programs (e.g., SAS, SPSS, SQL, Access, Excel) on mainframe, PC, and/or other computer systems for analysis of studies, program development, and evaluation.
4. Computing, displaying, and interpreting the results of statistics to summarize research findings.
5. Providing recommendations based on statistical or research findings to assist management in making decisions in the development of programs or procedures.
6. Conducting policy or legislative analysis to determine program impact or to identify research requirements.
7. Preparing, reviewing, and monitoring project work in accordance with established work plans to ensure program goals and objectives are achieved with available resources and by established deadlines.
8. Consulting with and providing expertise to staff, management, stakeholders, customers, and agency representatives on technical matters pertaining to program-related issues and solutions.
9. Leading project teams in the completion of research studies by setting objectives (e.g., outlining scope, priorities, and deadlines) and guiding the project to completion (e.g., delegating and monitoring assignments, training, coaching).
10. Providing customer service to internal and external clients, partners, and stakeholders by answering questions and addressing customer needs.
11. Writing research reports and other documents that describe the background, methods, results, conclusions, and recommendations.