

## EDITED TASK LISTING

**CLASSIFICATION: RESEARCH MANAGER I (GENERAL)**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

Task Statements	
1.	Respond to special requests from management in order to provide information and data on prison and parole populations or samples, etc. utilizing research literature, procedure manuals, databases, mainframe and personal computers, etc. on a daily basis and/or under the direction of management.
2.	Develop the office's budget and contracts by monitoring, tracking and prioritizing expenditures in order to obtain approval and secure funding for necessary equipment, staffing services, and effectively manage the daily operations, ensure fiscal responsibility, etc. utilizing budget reports, Departmental policies and procedures, laws, rules, and regulations, etc. as needed and/or upon request.
3.	Oversee staff in monitoring the office's budget (BCS, BCP) and contracts by tracking and prioritizing expenditures in order to obtain approval and secure funding for necessary equipment, staffing services, and effectively manage the daily operations, ensure fiscal responsibility, etc. utilizing budget reports, Departmental policies and procedures, SAM, DOM, laws, rules, and regulations, etc. as needed and/or upon request.
4.	Develop the office's most complex/sensitive contracts by developing the scope of work, monitoring, tracking and prioritizing contractor performance in order to ensure quality contract deliverables are received timely and within budget utilizing Departmental policies and procedures, laws, rules, and regulations, etc. as needed and/or upon request.
5.	Oversee staff in managing the office's contracts by developing the scope of work, monitoring, tracking and prioritizing contractor performance in order to ensure quality contract deliverables are received timely and within budget utilizing Departmental policies and procedures, laws, rules, and regulations, etc. as needed and/or upon request.
6.	Consult with others in order to provide information and data, develop and defend prison and parole population projections and estimates, ensure that the products help to meet overall departmental goals, resolve issues, provide options and/or recommendations to management utilizing professional/personal knowledge, interpersonal communication skills, data analysis/statistical skills as needed and/or upon request.
7.	Provide consultation on program design and assessment of the most difficult or sensitive assignments in order to ensure programs conform to evidence based principles, etc. utilizing professional/personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.
8.	Oversee staff in providing consultation on program design and assessment in order to ensure programs conform to evidence based principles, etc. utilizing professional/personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.
9.	Develop and/or provide consultation on the development of the most difficult or sensitive evaluation plans in order to assess the performance of programs, etc. utilizing professional/personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.

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10.	Oversee staff in developing and/or providing consultation on the development of evaluation plans in order to assess the performance of programs, etc. utilizing professional and personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.
11.	Oversee staff in the design of methodology and performance of data collection and analysis in order to support program evaluation, produce statistical reports, assist in bill analysis, population projections and estimates, etc. utilizing computer software programs, various databases, professional and personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.
12.	Design methodology and perform data collection and analysis of the most difficult or sensitive assignments in order to support program evaluation, produce statistical reports, assist in bill analysis, population projections and estimates, program impact estimates, etc. utilizing computer software programs, various databases, professional and personal knowledge, systematic critical scientific methodology, etc. as needed and/or upon request.
13.	Oversee staff in conducting analyses of legislative bills, ballot propositions, policies and programs, court decisions, etc. in order to provide information and data about potential impact on the Department, options, and/or recommendations utilizing professional knowledge, Departmental policies and procedures, etc., as needed and/or upon request.
14.	Conduct analyses of the most difficult or sensitive legislative bills, ballot propositions, policies and programs, court decisions, etc. in order to provide information and data about potential impact on the Department, options, and/or recommendations utilizing professional knowledge, Departmental policies and procedures, etc., as needed and/or upon request.
15.	Review statistical reports, population projections and estimates, bill analyses, ballot proposition analyses, court decisions, etc. in order to ensure reliability, accuracy and timeliness of the information and data utilizing professional and personal knowledge, Departmental policies and procedures, manuals, etc., as needed and/or upon request.
16.	Evaluate statistical reports, population projections and estimates, bill analyses, ballot proposition analyses, court decisions, etc. in order to effectively train and direct staff in the performance of their duties utilizing professional and personal knowledge, Departmental policies and procedures, manuals, etc., as needed or upon request.
17.	Review new, revised and existing Departmental policies and procedures in order to ensure compliance with regulations, conformance with evidence based principles, accuracy, fidelity, and completeness of programs and procedures utilizing professional and personal knowledge, Departmental policies and procedures, manuals, etc., as needed and/or upon request.

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18.	Review new, revised and existing Departmental policies and procedures in order to effectively train and direct staff in the performance of their duties utilizing professional and personal knowledge, Departmental policies and procedures, manuals, etc., as needed and/or upon request.
19.	Develop policies and procedures in order to produce statistical reports, population projections and estimates, bill analyses, ballot proposition analyses, court decisions, etc. utilizing professional and personal knowledge and experience, Departmental policies and procedures, manuals, etc., as needed and/or upon request.
20.	Implement policies and procedures in order to properly administer programs, incorporate the Department's vision, mission, and values, comply with legal mandates, laws, rules, regulations, etc. utilizing professional and personal knowledge and experience, delegation to staff, manuals, etc. as needed.
21.	Present various information and data to management, control agencies, and staff in order to provide information and data, recommendations, and/or options, etc. utilizing equipment and aids, as needed or upon request.
22.	Prepare various written documents (e.g., correspondence, memoranda, statistical reports, population projections, bill analyses, management reports, evaluation findings, publications, etc.) in order to effectively communicate with others, request positions, submit information/data to management, etc. utilizing effective communication skills, databases, research, etc., as required.
23.	Review for approval various written documents (e.g., correspondence, memoranda, statistical reports, population projections, bill analyses, management reports, evaluation findings, publications, etc.) in order to effectively communicate with others, request positions, submit information/data to management, etc. utilizing effective communication skills, databases, research, etc., as required.
24.	Represent the Department in formal or informal settings in order to obtain and report information, data and/or represent the interest of the Department, etc. utilizing effective communication and interpersonal skills, professionalism, professional knowledge, personal expertise, etc. as needed and/or upon request.
25.	Oversee the maintenance of accurate records (e.g. historical data, supervisory files, and monthly reports) in order to comply with laws, rules, and regulations utilizing computer data systems, paper filing system, laws, rules, regulations, etc. on a continuous basis.
26.	Participate in various meetings (e.g., committees, inter-disciplinary teams, task forces) in order to plan, develop and implement projects, develop Departmental policies and procedures, provide two-way communication, make recommendations, provide management with pertinent information, etc. utilizing effective communication skills, professional knowledge and experience, etc. as required.

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Task Statements	
27.	Supervise staff attendance by approving and monitoring sick leave usage and vacation requests in order to produce an effective workforce and maintain positive morale utilizing effective communication skills, basic supervision skills, laws, rules, regulations, Bargaining Unit Agreements, Departmental policies and procedures, on a daily basis.
28.	Supervise the work of staff by planning, organizing, and prioritizing workload in order to ensure all processes and products are complete and accurate utilizing personal knowledge, effective communication skills, and basic supervision skills as needed.
29.	Encourage staff in their career development by providing upward mobility information/resources in order to promote staff development, increase staff knowledge skills and experience utilizing on-the-job training, recommending special assignments, out-of-class and/or training and development assignments, afford employees the opportunity to attend training, as needed.
30.	Supervise employees with regard to department-wide mandates concerning Family and Medical Leave Act (FMLA), Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), and other personnel practices in order to comply with laws, rules, and regulations utilizing effective supervision skills, effective communication skills as defined by regulatory agencies and established guidelines/policies.
31.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates in order to fill identified vacant position(s) utilizing effective supervision skills, interpersonal communication skills, SPB and DPA laws, rules, and regulations, as needed.
32.	Initiate the employee progressive discipline process (e.g., verbal counseling, Employee Counseling Records, adverse actions, etc.) in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing effective supervision skills, effective communication skills, training, Bargaining Unit Agreements, SPB and DPA laws and rules, Departmental policies and procedures as needed.
33.	Recommend the employee progressive discipline process (e.g., verbal counseling, Employee Counseling Records, adverse actions, etc.) in order to correct/improve employee performance/behavior or address issues of substandard performance by utilizing effective supervision skills, effective communication skills, training, Bargaining Unit Agreements, SPB and DPA laws and rules, Departmental policies and procedures as needed.
34.	Determine appropriate civil service classifications, levels, and positions needed in order to ensure overall operations are performed accurately and efficiently utilizing professional knowledge, civil service specifications, manuals, Departmental policies and procedures as needed and/or upon request.
35.	Train staff on various duties (e.g., bill analyses, report writing, data collection, Departmental policies and procedures, etc.) in order to develop a trained efficient workforce utilizing classroom and on-the-job training, mentoring, etc. as required.

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Task Statements	
36.	Evaluate employee job performance and provide guidance and feedback in order to ensure proper and efficient use of resources, develop and promote an effective work force utilizing the Individual Development Plan (IDP), Review of Performance (ROP), basic supervision skills, effective communication skills, effective interpersonal skills, professional knowledge, manuals, Departmental policies and procedures as required by the State Personnel Board.