

## EDITED KSAPC LISTING

### CLASSIFICATION: RESEARCH ANALYST II (GENERAL)

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Basic knowledge of concepts and terminology used in research to produce products such as reports in support of the mission of the CDCR.
K2.	Comprehensive knowledge of concepts and terminology used in research to engage in discussions of research topics in support of the mission of the CDCR.
K3.	Comprehensive knowledge in planning and conducting research projects to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K4.	Comprehensive knowledge of statistical procedures (e.g., descriptive, central tendency) to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K5.	Comprehensive knowledge of the general principles of evaluation research to support the mission of the CDCR.
K6.	Comprehensive knowledge social science research techniques (e.g., data collection procedures, data analysis) to support the mission of the CDCR.
K7.	Comprehensive knowledge of research designs (e.g., experimental, quasi-experimental, cross sectional and longitudinal designs) to complete projects to support the mission of the CDCR.
K8.	Comprehensive knowledge of research designs (e.g., experimental, quasi-experimental, cross sectional and longitudinal designs) to produce reports and publications of findings and outcomes in support of the mission of the CDCR.
K9.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives to support the mission of the CDCR.
K10.	Basic knowledge of the Departmental policies and procedures to support the mission of the CDCR.
K11.	<b>Comprehensive knowledge of ethical policies and procedures (e.g. data confidentiality, data collection) related to research projects to support the mission of the CDCR.</b>
K12.	<b>Comprehensive knowledge of personal computers software (i.e., Microsoft products, internet searches) products to maximize efficiency and productivity in accomplishing the goals and mission of the CDCR.</b>
K13.	<b>Comprehensive knowledge to conduct literature reviews to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the CDCR.</b>
K14.	<b>Comprehensive knowledge of preparation of research reports to produce reports and publications of findings and outcomes in support of the mission of the CDCR.</b>

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<b>KSAPC Statements</b>	
<b><i>Knowledge of:</i></b>	
K15.	<b>Comprehensive knowledge of interpreting research findings to provide information on prior research to produce reports and publications of findings and outcomes in support of the mission of the CDCR.</b>
K16.	<b>Comprehensive knowledge of inferential and descriptive statistics in order to produce data reports in support of the mission of the CDCR.</b>
K17.	<b>Comprehensive knowledge of parametric and non-parametric measures in order to produce data reports in support of the mission of the CDCR.</b>

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Gather, compile, analyze and interpret data to provide information and analysis to internal and external agencies served by the CDCR.
A2.	Prepare research and statistical reports support of the mission of the CDCR.
A3.	Analyze written and numerical data for internal and external agencies served by the Office of Research.
A4.	Communicate effectively (e.g. written, verbal and listening) to work collaboratively with other staff in support of the mission of the CDCR.
A5.	Reason logically to resolve or provide information regarding complex governmental and managerial problems in support of the mission of the CDCR.
A6.	Develop and evaluate alternatives regarding complex governmental and managerial problems in support of the mission of the CDCR.
A7.	Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas in support of the mission of the CDCR.
A8.	Gain and maintain the confidence and cooperation of others in support of the mission of the CDCR.
A9.	Understand and commit to effectively carry out State and Departmental Equal Employment Opportunity and Affirmative Action policies in support of the mission of the CDCR.
A10.	Design and implement research-related projects in support of the mission of the CDCR.
A11.	<b>Utilize statistical programming language to analyze research and statistical reports.</b>
A12.	<b>Interpret findings based on research ethics to preserve honesty, objectivity and integrity.</b>
A13.	<b>Avoid careless errors and negligence to preserve honesty, objectivity and integrity.</b>
A14.	<b>Examine work carefully and critically to preserve honesty, objectivity and integrity.</b>
A15.	<b>Interpret, assess and apply research ethical rules, make decisions and act in various situations to preserve honesty, objectivity and integrity.</b>
A16.	<b>Incorporate new methodologies and techniques into the process of providing information and analysis to internal and external agencies served by the CDCR.</b>
A17.	<b>Work as a lead analyst on projects to provide information regarding complex governmental and managerial problems in support of the mission of the CDCR.</b>

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<b>KSAPC Statements</b>	
<b>Skill to:</b>	
S1.	<b>Meet deadlines in a timely manner to support the mission of the CDCR.</b>
S2.	<b>Work in a professional research environment with flexibility to take direction to achieve the goals in support of the mission of the CDCR.</b>
S3.	<b>Adapt to changing priorities to achieve the goals in support of the mission of the CDCR.</b>
S4.	<b>Work independently or as part of a team in order to gain and maintain the confidence and cooperation of others to achieve the goals in support of the mission of the CDCR.</b>
S5.	<b>Use various computer programs to create and edit products to achieve the goals in support of the mission of the CDCR.</b>
S6.	<b>Work on multiple projects in support of the mission of the CDCR.</b>
S7.	<b>Prioritize work projects and tasks to complete staff work to achieve the goals in support of the mission of the CDCR.</b>
S8.	<b>Lead junior research analysts to complete projects and achieve the goals in support of the mission of CDCR.</b>