

EDITED KSAPC LISTING

CLASSIFICATION: RESEARCH MANAGER II (GENERAL)

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

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of laws, rules, and regulations governing the Department in order to ensure compliance with laws, rules, regulations, Departmental policies and procedures, etc.
K2.	Comprehensive knowledge of research methods/techniques in order to access information and resources, collect and analyze data for statistical reports, bill analyses, and population projections, etc.
K3.	Comprehensive knowledge of descriptive statistics methods/techniques in order to collect and analyze data for statistical reports, bill analyses, and population projections, etc.
K4.	Basic knowledge of principles, practices, and techniques of supervision (e.g., staff development, training, etc.) in order to maintain a positive, cohesive, and productive work force, etc.
K5.	Basic knowledge of principles, practices, and techniques of personnel management, organization, and administration (e.g., overtime, labor agreements, grievance resolution, staff discipline, etc.) in order to ensure compliance with laws, rules, regulations, Departmental policies and procedures, Bargaining Unit Agreements, and to effectively manage the daily operations.
K6.	Basic knowledge of principles and practices of business management (e.g., contracts, Budget Change Proposal, Governor's Budget Reconciliation, etc.) in order to effectively manage the daily operations.
K7.	Basic knowledge of the training principles and techniques in order to appropriately train staff, etc.
K8.	Basic knowledge of governmental functions, Legislative process, and organization at the State and local level as they affect departmental research functions in order to manage the daily operations.
K9.	Basic knowledge of personnel laws, rules, and regulations (e.g., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, Employee Assistance Program, Fair Labor Standards Act, Family School Partnership Act, Sexual Harassment Prevention, grievances, etc.) for compliance and to maintain a harassment-free work environment.
K10.	Basic knowledge of the purpose, mission, and goals of the Department to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department, etc.
K11.	Comprehensive knowledge of the principles of effective verbal and written communication, and group dynamics to prepare correspondence, accurate and concise reports, respond to grievances, accurately and effectively communicate job related information and conflict resolution, etc.
K12.	Basic knowledge of experimental design and quasi experimental design methodology in order to design evaluation studies, provide consultation, critique proposals and/or reports etc.

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KSAPC Statements	
Knowledge of:	
K13.	Basic knowledge of inferential and non-parametric statistical methods and sampling methodologies in order to design evaluation studies, provide consultation, critique proposals and/or reports etc.
K14.	Basic knowledge of mainframe databases in order to provide guidance on their application to the functions of the section.
K15.	Comprehensive knowledge of personal computer software products (e.g., statistical software, Microsoft Office Suite, etc.) in order to provide guidance on their application to the functions of the section.
KSAPC Statements	
Ability to:	
A1.	Plan and organize a complex research, evaluation and/or projection function using available resources in order to maintain operational efficiency and effectiveness of the unit/office.
A2.	Manage a complex research, evaluation and/or projection function using available resources in order to maintain operational efficiency and effectiveness of the unit/office.
A3.	Reason logically and creatively and use a variety of analytical and research techniques (e.g., descriptive, inferential statistics and sampling methodologies, etc.) in order to solve complex problems, to assess the validity and quality of the products, and guide the operations of the unit/office.
A4.	Develop and evaluate alternative products, procedures, policies, etc. in order to ensure effective operations of the unit/office.
A5.	Train staff in order to create a knowledgeable work force, to enable staff to produce quality work and to enhance and/or provide upward mobility opportunities, etc.
A6.	Analyze situations accurately in order to draw logical conclusions and implement an effective course of action, etc.
A7.	Consult with and advise administrators or other interested parties on a wide variety of subjects related to the functions of the unit/office.
A8.	Create and maintain effective working relationships with others in order to promote an environment that is conducive to carrying out the mission of the unit/office.
A9.	Prepare, review and edit written products (e.g., records, statistical reports, memorandums, bill analyses, etc.) produced by the unit/office in order to ensure accuracy and completeness of the specific assignment, and to assure critical information/data is available for litigation, historical data/past practice, managerial resources, etc.
A10.	Direct the work of staff in order to ensure a quality product, effective use of time and resources and maximum productivity, etc.
A11.	Coordinate and/or direct inter-disciplinary teams/task forces in the conduct of projects and studies related to the functions of the unit/office.

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<i>Knowledge of:</i>	
A12.	Establish and adjust/maintain project priorities in order to meet the needs of management utilizing available resources.
A13.	Contribute to the Department's EEO and ADA objectives (e.g., sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
A14.	Effectively communicate (written and verbal) in order to provide information and direction, prepare correspondence, train staff, establish, promote and maintain confident and cooperative relationships with others, meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity, etc.
A15.	Interpret and apply laws, rules, regulations, Departmental policies and procedures, etc. in order to comply with laws, rules, regulations, Bargaining Unit Agreements, etc.
A16.	Plan and direct the business management and administrative support functions in order to function within budgetary constraints, etc.
A17.	Operate a personal computer and use computer software (e.g., word processing, spreadsheets, graphic presentations, e-mail, internet, statistical analysis, and appointment scheduling, etc.) in order to create reports, various written documents, input and retrieve information, and perform the daily functions of the position.
KSAPC Statements	
<i>Special Personal Characteristics:</i>	
SPC1.	Demonstrate ability to act independently in order to accomplish the day-to-day activities.
SPC2.	Flexibility in order to accomplish the day-to-day activities.
SPC3.	Tact and good judgment in order to effectively communicate and promote and maintain confident and cooperative relationships with others etc.