

RESEARCH ASSISTANT II

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for researching, managing and synthesizing information pertaining to a specific project or area of municipal government. The work involves the responsibility for working with program administrators to design databases and/or spreadsheet computer software applications. An incumbent is responsible for the collection, interpretation and presentation of data and information, as well as creating reports from computerized records and integrating other relevant information from surveys, observations and participant work. The work is performed under the direct supervision of a higher level employee with latitude allowed for carrying out the details of the work. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Works with program administrators to design databases and subsequently supports the maintenance and management of such databases relative to Instructional Services' program needs;

Enters data electronically into database and/or spreadsheet computer programs relative to program area or assignment;

Searches and retrieves data, creating reports from computerized records by use of queries or other means appropriate to the software for periodic reporting, and integrates other relevant information from surveys, observations and participant work;

Assists the supervisor in planning for training and project development;

Contributes to the design of information resources using tools such as Blackboard, Adobe Suite, MyLearningPlan, Frontline, Finalsite etc.;

Assists in the use of information, applications, and technology to improve instructional programs and aids in problem-solving for districts;

Assists in and facilitates the use of technology and applications for meetings and trainings;

Assists in the monitoring of grants, contracts and programs to assure prompt and accurate resource allocation analysis;

Previews and advises on the selection of resources for related educational programs/applications;

Responds to requests for resources and/or information from the program administrators;

Compiles data regarding projects and completes a variety of reports;

Supports staff as designated by the supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of database/spreadsheet applications; good knowledge of the principles and practices of computerized records maintenance; good knowledge of modern office terminology, procedures, and equipment; working knowledge of the basic operations of government; ability to design data collection and reporting templates; ability to enter data into query and issue reports from database and spreadsheet programs; ability to complete and maintain accurate reports and records; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships with others; sound judgment; initiative; accuracy; thoroughness.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's Degree, which included or was supplemented by fifteen (15) credit hours* in Computer Science, Information Resources Management, Information Technology, Management Information Systems, or closely related field and one (1) year of full-time paid or its part-time equivalent experience in designing data collection and reporting templates and/or data processing which included entering data, running queries, and generating reports from a computer database or spreadsheet program; **OR**
- B. Possession of an Associate's Degree in Business, Secretarial Science or closely related field and two (2) years of full-time paid or its part-time equivalent experience in designing data collection and reporting templates and/or data processing which included entering data, running queries, and generating reports from a computer database or spreadsheet program; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent experience in designing data collection and reporting templates and/or data processing which included entering data, running queries, and generating reports from a computer database or spreadsheet program; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

*Coursework in the use of specific database or spreadsheet programs such as EXCEL or ACCESS is acceptable and may be obtained by a technical training institute, college or a corporate training program.