

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 4/2/96

RESEARCH SPECIALIST (OFFICE FOR THE AGING)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Office for the Aging and involves responsibility primarily to conduct and promote research on aging programs, problems and needs. The incumbent researches and analyzes a variety of subjects and data dealing with the elderly population and services provided to the elderly, to aid in program management and decision making. The work is performed under the general supervision of the Director of Office for the Aging, with leeway allowed for the exercise of limited independent judgement in the application of research preparation and techniques to specific studies and preparation of reports, including limited recommendation for change or improvements in existing procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches, collects and analyzes statistical data on demographics, characteristics of the elderly and programs and services for the elderly;
Develops project models, management techniques and evaluation systems to assess elderly service program delivery;
Conducts analysis of the policies and procedures of private vendors to evaluate the effectiveness of service delivery to the elderly, and submits findings to the Director and staff;
Researches, manages and disseminates information on the Office role and function, funding and grant sources, and services and resources available to the elderly;
Develops and reports recommendations for improvement of elderly programs and services;
Studies and researches Federal and State regulations, court decisions and mandates for local interpretation and application;
Performs legislative research to assist office staff in advocacy of rights for the elderly;
Cooperates with colleges, universities, agencies and other interested organizations for pursuit and development of gerontological research;
Researches data and assists Planning Associates in the preparation of grant proposals;
Attends workshops, conferences, and meetings relevant to aging services to keep abreast of trends and developments in the field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles of research, statistics, data collection and analysis; good knowledge of current developments in the field of aging; good knowledge of office administration, record keeping and reporting; working knowledge of various Federal and State programs available to aid the elderly; working knowledge of local area health, community, social services, and recreational providers of services for the elderly; ability to acquire and make limited analysis of information on elderly population and services; ability to research, comprehend and interpret various aging services mandates and policies; ability to express oneself effectively, both orally and in writing; ability to prepare written materials; ability to establish and maintain cooperative working relationships with public and private community agencies, with senior citizens and the general public; ability to abstract, analyze and interpret material from a variety of sources.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in sociology, psychology, gerontology, social work, human services, community organization, management, human resources, public administration or a closely related field **AND** one (1) year of experience in research work involving statistical studies of human services or human behavior; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree, as listed in (A) above, **AND** three (3) years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.