

RESEARCH ASSISTANT SERIES

PREAMBLE

Inclusions

This series is intended for positions, that have continuing responsibility for the formulation, research and/or analysis of shorter term research projects or assignments normally initiated by branch or division officials. These projects or assignments are usually developed to improve upon existing branch or division programs.

Also included are positions whose main functions are to provide technical support to planning and program analysts.

Exclusions

Academic subject matter specialists engaged full time in researching, analyzing and developing government programs and policies should be tested for inclusion in the Planning and Program Analyst series.

Excluded are positions whose functions are primarily clerical or administrative but where research functions are carried out on an infrequent basis.

RESEARCH ASSISTANT 1

GENERAL

Under the general supervision of research analysts or administrative personnel, positions at this level perform technical functions related to the implementation of research projects. Incumbents are expected to conduct surveys, prepare and tabulate questionnaires, compile and summarize accumulated data, prepare standard statistical summaries (totals, averages, means, percentages, etc.) and prepare summary reports and proposals where there is little or no requirement for formal in-depth knowledge of the subject matter. Incumbents may represent the province providing information, direction and guidance on new or existing policies and programs. Responsibility for the supervision of subordinate staff may be required.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of data gathering techniques.

Knowledge of the process used for analyzing, summarizing and reporting factual information.

Ability to interpret statistical data.

Ability to organize.

Education, Training and Experience

Grade XI with three to four years' office experience, preferably with some related experience in the research field OR an acceptable combination of education and related experience.

Physical Standards

Physically capable of performing the duties assigned.

RESEARCH ASSISTANT 2

GENERAL

Positions allocated at this level have full time responsibility for the development, administration and analysis of proposed or existing research projects or programs. Incumbents work under the direction of senior administrative staff or research analysts and are expected to condense reports and research papers, provide comprehensive background bibliographies, record and assemble data, prepare the more complex statistical data (standard deviations, probabilities, distributions, etc.) provide reports and analysis on projects or sections of larger research programs and provide technical guidance in the design of research assignments. Positions may have responsibility for the supervision of subordinate staff.

This level differs from the Research Assistant 1 in that the statistical analysis are more difficult and complex and the positions require some formal academic knowledge of the subject matter being investigated.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of departmental functions and programs.

Knowledge of program analysis techniques and their application to policy development and program planning.

Ability to analyze data, to write clear and concise reports.

Ability to work independently.

Education, Training and Experience

University degree in the social sciences or directly related to the areas of investigation, preferably supplemented by experience in a research environment.

Physical Standards

Physically capable of performing the duties assigned.