

CLASS TITLE: HEALTH RESEARCH PROJECT DIRECTOR

Class Code: 02718700
Pay Grade: 36A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Health, to be responsible for the administration and/or acquisition of health research projects; to ensure that the projects adhere to provisions set forth in grant and contractual agreements; and to do related work as required.

SUPERVISION RECEIVED: Works under the overall direction of a principal investigator or a senior Department of Health administrator, with considerable latitude for the exercise of independent judgement and initiative; work is reviewed, usually upon completion, through conferences and written reports.

SUPERVISION EXERCISED: Organizes and supervises the work of a professional, technical and clerical subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Health, to be responsible for the administration of health research projects; to ensure that the projects adhere to provisions set forth in grant and contractual agreements.

To develop project applications and to be responsible for the scientific design of health research projects.

To prepare research grant applications.

To collect, review, evaluate and interpret research data.

To be responsible for the formulation and implementation of standards, policies, procedures, and protocols for health research projects.

To be responsible for the development and implementation of a health research budget and to monitor budgetary performance.

To organize and participate in professional conferences and public meetings concerning health research and related matters; to disseminate research results to the research community and the public at large.

To organize and supervise subordinate professional, technical and clerical staff engaged in health research projects.

To coordinate the activities of a research project with other research projects by interacting with other administrators.

To maintain an effective liaison with other state departments and agencies.

To participate with federal agencies and national voluntary agencies and activities and publications related to the appropriate area of research.

To prepare written reports of health research project activities, including technical and statistical sections, when appropriate.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of research design and administration as it applies to health or related research projects, and the ability to apply such knowledge all planning and administration of health research projects; the ability to evaluate the efficiency and effectiveness of research designs; the ability to collect, review and evaluate research data; the ability to formulate and implement standards, policies, procedures, and protocols for health research projects; a working knowledge of the availability of research funds and their

sources; the ability to develop and implement a health research budget and to monitor budgetary performance; the ability to speak in public, in order to disseminate information to the research community and the public at large; the ability to direct and supervise subordinate professional, technical and clerical staff engaged in health research projects; the ability to select, to supervise, and to work with outside consultants; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, state, federal and local officials, and the general public; the ability to prepare written reports of health research project activities, including technical and statistical sections; the ability to prepare research grant applications.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a doctoral degree in public health, epidemiology, statistics, social science research or a science specifically related to the relevant area of research; and

Experience: Such as may have been gained through: employment in a highly responsible position involving participation in the overall administration of health research projects.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 12, 1992

Editorial Review: 3/15/03