

SNOHOMISH COUNTY JOB DESCRIPTION

RESEARCH MANAGER

Spec No. 2354

BASIC FUNCTION

Oversees and manages projects and personnel, as well as conducts routine and non-routine research and evaluation studies in a variety of one or more disciplines including physical, biological, social, behavioral, or health-related sciences. Serves as a member of the Human Services Department core management and strategic planning teams.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as the principal researcher conducting evaluation studies for programs within the department, other County departments, and Snohomish County community partners.
2. As directed, designs and oversees a department-wide research/evaluation agenda including research studies, program evaluations, rating scales and surveys.
3. Serves as the Subject Matter Expert on evaluation and data-informed decision making within the department, other County departments, and Snohomish County community partners.
4. Provides technical assistance and consultation to Human Services divisions, other County departments, and community partners of the use of qualitative and applied research methods for evaluation, community assessments and policy development.
5. Supervises assigned staff, and interns from health and social sciences related disciplines from various colleges and universities.
6. Provides clinical supervision to counselors in Human Services Department and other County department staff as requested.
7. Provides core data and publishes reports to the department and elected officials for specialized research programs in agencies and divisions.
8. Develops or assists in the design of methodologically sound research studies. Develops questionnaires and code sheets suitable for program evaluation.
9. Evaluates programs, participates in demographic forecasting and tracking program areas.
10. Performs statistical analysis of data, e.g., analysis of variance of covariance, varying kinds of correlations, independent and correlated, nonparametric statistics.
11. Consults with management, elected officials, service staff, contractors, and other partners concerning the planning and logistics necessary to conduct successful research/evaluation within the Department and across County departments.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Consults with management staff in regard to problems of budget, personnel, purchasing, etc.
13. Researches, develops and coordinates with internal and external stakeholder about Health Insurance Portability and Accountability Act (HIPAA) related issues for Business Agency Agreements (BAAs), Memorandums of Understanding (MOUs), or other related agreements.
14. Presents to elected officials, at community events, local and state conferences, and at the request of internal and community stakeholders. Represents the Human Services Department on local, state, and national boards and committees.
15. Provides grant writing assistance to Human Services Department and other departments within Snohomish County government.

STATEMENT OF OTHER JOB DUTIES

16. Performs other work as required.

MINIMUM QUALIFICATIONS

A Master's degree in one of the physical, biological, social, behavioral, or health-related science.

Experience in experimental or analytical research in a public agency, public or private research corporation, non-profit research corporation, or university research center with at least 2 years' experience in research/evaluation in health and human services field.

At least 4 years of experience overseeing/managing multiple research or evaluation projects simultaneously.

At least 2 years of experience supervising research associates.

There may be some instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

PREFERRED QUALIFICATIONS

A Ph.D. degree in one of the physical, biological, social, behavioral, or health-related sciences.

Authored or co-authored at least 2 published articles not relating to a Master's thesis are preferred.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- project management and design
- the body of knowledge in his/her specialty
- experimental research designs appropriate to his/her field
- Health Insurance Portability and Accountability Act (HIPAA), 42 CFR and other policies and protocols which govern the use of confidential data and protected health information
- statistical and research theory and techniques
- relationships between research findings and public policy

Ability to:

- oversee and manage multiple projects and deadlines
- consider and integrate broader level policy issues with micro level data collection and analysis
- present policy implications related to research finding to community and peers as well as elected officials and other policy makers
- ability to manage the process for requesting and accessing data from external organizations
- create end-user reports that present data to a broad array of groups
- present information on performance measurement topics to audiences with varying degrees of familiarity and understanding of the topics
- establish and foster positive relationships with elected officials, managers, researchers, and other key partners within the County and externally
- supervise department and contract personnel
- initiate and plan analytic research
- provide research needs of the Department
- develop research methodology and methods of data collection
- interpret data
- speak and write effectively

SUPERVISION

This position receives direction from the Director of Human Services. The work is performed with limited supervision and is reviewed through meetings, reports, and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to attend community meetings and coordinate program activities. The employee may be required to work evenings, weekends and holidays as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2012

Revised: August 2016

EEO Category: 2 - Professionals

Pay Grade: 111 - Management Exempt

Worker's Comp: 5306 – Non-Hazardous