

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

***Occ. Code 2459940***

**Research Associate, NS**

**18, 23, M-1, M-2**

**2459940**

Brief Description of Class

Incumbents perform professional research, analytical, and evaluation functions.

Distinguishing Characteristics

The levels are distinguished by scope of assigned research; availability of guidelines and precedents to perform the work; impact on agency and State operations; and supervisory responsibilities.

18: assigned a research project of limited scope; clear guidelines are available and research is not precedent setting; moderate impact on agency operations; may supervise lower-level support staff.

23: assigned one or more research projects of moderate scope; some guidelines are available, but may require interpretation; research may be precedent setting; moderate impact on agency operations; may supervise lower-level research and support staff.

M-1: assigned multiple research projects of moderate to large scope; few guidelines and projects are precedent setting; moderate to high impact on agency operations, and some impact on State operations; typically supervises lower-level research and support staff.

M-2: assigned multiple research projects of large scope; limited guidelines and projects are precedent setting; has high impact on State and agency operations; supervises a team of lower-level research and support staff.

Illustrative Duties

- Plan and conduct research and special studies to further agency objectives.
- Develop policies and procedures to achieve objectives; ensure activities are compliant with laws, rules, and regulations.

- Determine information, data sources, and collection methods to follow; evaluate sources to determine reliability and usability.
- Select appropriate methods to review and analyze data.
- Coordinate research plans with internal and external groups; attend and hold meetings.
- Develop and implement study schedules.
- Analyze and interpret qualitative and quantitative data based on research plans.
- Identify data relationships and trends, and adjust objectives based on data and intended outcomes.
- Develop narrative and statistical reports summarizing research findings.
- Recommend program modifications and provide policy advice to higher-level staff or agency executives.
- Presents research and study results to various groups.
- May supervise research and support staff.

### Minimum Qualifications

18: bachelor's degree and two years of relevant experience.\*

23: bachelor's degree and three years of relevant experience.\*

M-1: bachelor's degree and four years of relevant experience.\*

M-2: bachelor's degree and five years of relevant experience.\*

\*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Note:** Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

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