

## **RESEARCH SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional research work involving responsibility for collecting and analyzing data necessary for various studies completed by the Department of Public Transportation and other County departments. The work is distinguished from that of a Research Technician in the responsibility for coordinating day-to-day research activities, the complexity of assignments, and by the level of independent judgment exercised. The work is performed under the direction of the Director of Administration and Research. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates the day-to-day activities of the County's Demographic Research Data Program; Provides demographic housing, economic and social information and basic statistical analysis to Department of Public Transportation staff, County departments, local government agencies, the media and members of the public;

Meets with local government agencies, non-profit organizations, officials, professionals and the public in order to collect data and exchange information;

Acts as lead liaison with the United States Census Bureau and New York State Data Center to confirm and exchange information, when assigned;

Analyzes demographic research data provided by federal and New York State agencies (i.e., United States Census Bureau, Department of Labor, Department of Health, Bureau of Economic Analysis, Internal Revenue Services, Immigration and Naturalization Services);

Develops and maintains Demographic Research database and websites;

Prepares data tables, profiles, charts and graphs regarding demographic and economic information and analyses;

Prepares and reviews reports with complex transit data and information related to the usage and performance of the County's public transportation operations (e.g. ridership, boarding/alighting location, on-time performance, service reports, fuel consumption, fare revenue, ITS-related data, etc.);

Prepares, evaluates, collects and analyses data in accordance with federal, New York State and regional requirements for various transportation related programs and activities (e.g., Transit Service and Fare Equity Analysis, National Transit Database Reporting, Title VI, etc.);

Prepares and performs presentations related to demographic and economic analysis for the Department of Public Transportation, County agencies, local government agencies, non-profit organizations and educational institutions, etc.;

Develops and participates in marketing related transportation surveys by gathering and providing information for the Rockland County's public transportation system;

Attends local and State-level conferences related to techniques and sources of demographic and economic analysis.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices and techniques of research, applicable to municipal and regional planning; good knowledge of the organization and operation of municipal government in New York State\*; ability to create and maintain basic statistical databases; ability to develop research studies; ability to use computer software applicable to various planning, research and statistical activities\*; ability to establish and maintain cooperative relations with others; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to understand and interpret reports, guidelines, and other written material.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher which included or was supplemented by a minimum of six (6) college credits in Research Methodology, Statistics, or comparable courses, and two (2) years of professional experience in demographic research, and/or collecting and analyzing data, at least one (1) year of which involved public transportation-related research (e.g., ridership patterns, on-time performance, fare revenue analysis).

**PROMOTION:** One (1) year of permanent status as a Research Technician (Planning) or two (2) years of permanent status as a Research Assistant (Planning).

\*To be demonstrated during the probationary period.