**Class Summary**

The responsibilities of this classification include overseeing and managing multiple health studies, grants, and research projects and determining public health priorities based on study results. Incumbents will also supervise the work of assigned staff.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. This classification is distinguished from the Social Research Scientist in that the incumbent is responsible for the full scope of management and supervisory responsibilities for assigned staff, overseeing multiple projects and studies, and identifying, determining, and carrying out public health priorities.

**Examples of Duties**

1. Supervise the work of assigned staff. Provide training and technical supervision of assigned staff and community partners involved in data collection, management, and analysis.
2. Design and/or lead multiple policy/program evaluations or studies.
3. Design and oversee qualitative and/or mixed method study design, data collection, analysis, and interpretation of findings; develop data collection tools and protocols; and design data management systems.
4. Coordinate evaluation and research efforts with departmental staff and investigators in other agencies; ensure compliance with departmental guidelines and human subjects protocols for research projects.
5. Identify and determine project scope of work for new and existing studies; identify and determine funding sources.
6. Serve as a Principal Investigator or Co-Investigator, alone or in collaboration with other partners and agencies.
7. Oversee and write major grant proposals and renewals, including coordinating research efforts with Public Health staff, investigators in other agencies, and local community partners.
8. Engage with community stakeholders, to assist in planning for community needs and developing policy/systems/ environmental change.
9. Plan optimal methods and avenues for disseminating findings through written reports, presentations, social media, infographics, etc. Prepare content in a style suitable for a wide variety of audiences, ranging from members of the general public to community advocates, elected officials, and research scientists.
10. Develop funding strategies for evaluation with external partners. Create and monitor budgets and coordinate procurement processes. Manage contracts, invoicing, and financial reporting.
11. Provide technical assistance and consultation to colleagues and community partners on using qualitative and applied research methods for evaluation, community assessment, performance measurement, and policy development and implementation.
12. Interpret data to identify and prioritize key issues to guide policymaking and develop effective interventions to achieve health equity.
13. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of social or health science (e.g., medical anthropology, public health epidemiology, medical sociology, social work)

Advanced knowledge of applied qualitative research methods and techniques and demonstrated skill in preparing, conducting, and analyzing results of qualitative data sets

Advanced knowledge of community-based participatory research and demonstrated experience in methods and practices

Advanced knowledge of project management techniques and principles

Knowledge of public health intervention techniques and principles

Skill in serving as a principal investigator or co-investigator on federal grants, identifying potential funding sources, and writing competitive grant proposals, including the coordination of research efforts with Public Health staff, investigators in other agencies, and local community partners

Skill in determining public health priorities to achieve health equity based on study results, literature, and stakeholder input

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite and Atlas-ti, NVivo, Dedoose, MAXQDA, or comparable software for qualitative analysis

**Education and Experience Requirements**

Master’s degree in a social or health science or closely related public health field

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Social Research Scientist – Associate, Social Research Scientist, Social Research Scientist – Senior |
| **Class History** | 01/2014 – Created  07/2025 – Updated content |