

CITY RESEARCH SCIENTIST

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative, supervisory and/or administrative scientific work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment, involving scientific research and analyses, in a physical, biological, environmental or social science area performed in a laboratory or other organizational unit. There are four Assignment Levels within this class of positions. All personnel perform related work. Following are typical assignments.

Assignment Level I (For physical, biological, and environmental sciences and public health only)

Under direct supervision, receives training in and, with latitude for the exercise of independent judgment, performs beginning level scientific and applied research and analysis in a physical, biological or environmental science or public health area.

Examples of Typical Tasks

Assists with and conducts assigned research, investigations and analysis of specific problems in a major scientific field of physical, biological or environmental science, including literature reviews, survey and questionnaire design and implementation, field studies and data analysis.

Assists with and contributes to the design, execution and interpretation of experiments.

CITY RESEARCH SCIENTIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Maintains records, writes reports and prepares and conducts presentations.

Utilizes automated systems and tools to support research and analysis.

Assignment Level II

Under direction, with wide latitude for the exercise of independent judgment and initiative, performs tasks such as the following:

Examples of Typical Tasks

Supervises subordinate staff conducting research/investigations on specific problems in a major scientific field of a physical, biological, environmental or social science, as directed by higher-level research scientists; instructs subordinate personnel in research methods and techniques.

Makes and records observations on the progress of research/investigations and evaluates data.

Designs, executes and interprets experiments.

Assists in the coordination of research efforts of the agency with other research projects.

Maintains records and prepares reports.

CITY RESEARCH SCIENTIST (continued)

Assignment Level III

Under general direction, with very wide latitude for the exercise of independent judgment and initiative, performs the tasks described under Assignment Level II above. In addition, performs tasks such as the following:

Examples of Typical Tasks

Supervises essentially independent investigations in a major field of physical, biological, environmental or social science. Evaluates methods, procedures, and data obtained from scientific investigation.

Assists in coordinating the research efforts of the agency with research projects in other agencies or institutions.

Studies and evaluates literature in the scientific field of specialization. Writes papers on research results or findings for publication.

Assignment Level IV - A

Under administrative direction, with the widest latitude for the exercise of independent judgment and initiative performs tasks such as the following:

CITY RESEARCH SCIENTIST (continued)

Assignment Level IV - A (continued)

Examples of Typical Tasks

Plans, develops, installs and is responsible for research activities in a major field of physical, biological, environmental or social research. Plans and directs research in an assigned field of inquiry designed to add to existing knowledge in the physical, biological, environmental or social sciences as related to the mission and activities of the agency.

Provides leadership and general direction to agency personnel in planning, conducting, and coordinating specific research projects.

Selects broad scientific approaches to the research problems involved. Approves, modifies, or disapproves studies recommended by subordinate employees.

Plans and carries out activities to develop effective coordination between the research efforts of the agency and other research projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of sound research projects. Writes technical articles or books.

CITY RESEARCH SCIENTIST (continued)

Assignment Level IV - B (For use in the Department of Health and Mental Hygiene only.)

Under managerial direction, with the very widest latitude for the exercise of independent judgment and initiative, directs a critically important unit or a number of groups performing the scientific duties described under Assignment Levels I, II, III and IV-A above, or performs the most difficult and highly responsible and complex scientific research; or serves as a consultant providing scientific expertise to an agency executive. In addition, performs tasks such as the following:

Examples of Typical Tasks

Directs and conducts studies of the agency's policies and procedures governing scientific research programs; recommends new policies/procedures and/or revises current ones; proposes and substantiates the need for new and revised governmental regulations, standards, guidelines and legislation impacting on biological, environmental social sciences as related to DHMH public safety and health issues.

Works closely and collaborates with other areas within the agency, and with governmental and non-governmental health agencies and bodies. Creates and maintains effective lines of communication and cooperation and joint efforts with these entities.

Plans programs and sets goals for assigned project and prepares and monitors budget needs, staff needs and contracts.

Directs a research unit responsible for the planning and conduct of critical projects dealing with communicable disease and syndromic surveillance systems, bioterrorism surveillance and response, childhood lead poisoning, environmental public health tracking and epidemiology of community health profiles.

CITY RESEARCH SCIENTIST (continued)

Qualification Requirements

For Assignment Level I (only physical, biological and environmental sciences and public health)

A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

For Assignment Level II

To be appointed to Assignment Level II, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

CITY RESEARCH SCIENTIST (continued)

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.