**Class Summary**

The responsibilities of this classification include performing evaluation work in support of performance measurement and evaluation investigations and analyzing and presenting data used to plan and implement programs.

**Distinguishing Characteristics**

This classification is the first level within a three-level classification series. This classification is distinguished from the Evaluator classification in that incumbents are independently responsible for planning and conducting original evaluation studies or research projects using qualitative and quantitative methods, setting performance measurement or research policy and priorities for a program or strategy area.

This classification is distinguished from the Epidemiologist series in that the Epidemiologist is responsible for initiating, conducting, and coordinating the epidemiological investigation of diseases. This classification is distinguished from the Disease Research and Intervention Specialist in that the Disease Research and Intervention Specialist performs disease surveillance activities and collects data to identify and monitor diseases in King County.

**Examples of Duties**

1. Participate in the implementation of evaluation studies and performance measurement plans.
2. Clean and prepare data for analysis and visualization.
3. Conduct research and draft materials to support performance measurement activities.
4. Create data collection tools, such as structured spreadsheets and surveys.
5. Conduct routine research using the internet and peer-reviewed journals.
6. Analyze and present standard quantitative and qualitative data.
7. Monitor and maintain data quality from various sources.
8. Communicate with and make internally facing presentations and reports to program staff and peers on evaluation and performance measurement results.
9. Prepare information for online dashboards, blog posts, newsletters, publications, and reports.
10. Interpret data for planning and policy development.
11. Respond to data requests.
12. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of social sciences, statistics, public health, behavioral health, or a related field with coursework in performance measurement, research methods, and statistics and equivalent education and experience

Knowledge of social and human service business processes and use of performance management tools within a service environment

Knowledge of spreadsheets and database systems

Knowledge of applied research methods and techniques

Skill in oral and written communications

Qualitative and quantitative analytical and interpretative skills

Critical thinking skills

Ability to translate information into a clear and concise form for non-technical audiences

Skill in following research protocols without compromising the confidentiality of information

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

**Education and Experience Requirements**

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 (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Evaluator-Associate, Evaluator, Evaluator-Senior |
| **Class History** | 08/2023 - Created |