



**State  
Police**

**KATHY HOCHUL**  
Governor

**KEVIN P. BRUEN**  
Superintendent

**POSTING DATE: 09/02/2021**

**APPLICATION DUE BY: 09/23/2021**

**Title:** Program Research Specialist 2  
Starting Salary: \$56,604.00

**Location:** Planning and Research Section  
Albany, NY 12226  
Albany County

**Grade:** 18

**Employment Type:** Full Time

**Work Days:** Monday-Friday

**Union Representation:** PS & T

The Program Research Specialists plan studies; collect and analyze data; interpret and report findings on current or proposed programs, policies, and legislation related to such programs to determine the actual or potential effectiveness in achieving objectives; identify weaknesses in programs and make recommendations for modifications; and provide advice and consultation to agency management on program operations.

### **DUTIES**

- Works with research teams within Planning and Research for project development, research plans, and analyses.
- Identifies new program needs, considering agency goals and other relevant conditions and trends.
- Selects the appropriate methods for research design and evaluation, considering the sources of data and the statistical tools to be used.
- Conduct literature reviews for new programs and products as needed in preparation for research development. Plans data collection methods for specific projects and helps determine the types and sizes of sample groups to be used.
- Helps develop questionnaires with survey software needed for study. Ensures accuracy, reasonableness, and relevance of survey measures.
- Collects and processes data utilizing survey and/or non-survey instruments, published and unpublished agency statistics and records, discussions with project managers. Analyzes and interprets data following analytical methods prescribed by the research plan.

- Performs descriptive and multivariate statistical analyses of data, using statistical software. Prepares tables, graphs, fact sheets, and written reports summarizing research results.
- Identifies potential problem areas, trends, program accomplishments, and additional key factors in the program being studied that could affect the results of the research.
- Assists with preparation of grant applications for funding from state and federal government sources. Review and prepare documentation in support of awards for the NYSP will apply.
- Perform other duties and assignments as directed by the Major of Planning and Research.

### **MINIMUM QUALIFICATIONS**

- A Bachelor's degree or higher and nine (9) semester credit hours in statistics, economics, econometrics, research methods, data analysis, or data modeling; collection and evaluation of quantitative data directed toward review and analysis of program operations.

OR

- A Master's degree in business administration, criminal justice, economics, econometrics, health care administration, public administration, public health, social science, statistics, transportation, or a closely related field.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System.

### **HOW TO APPLY**

Kindly submit via U.S. Mail or FAX a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources  
 Attention: Civilian Hiring Unit  
 New York State Police  
 Building 22  
 1220 Washington Avenue  
 Albany, NY 12226  
 Phone: 518-457-3840  
 Fax: 518-485-2293  
 Email: [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov)