



Occupation: Scientific & Technical Professional Personnel

Occupational Detail: Social Science Research Assistants/Analysts, Evaluation Assistants/Analysts, Primary Investigators, Co-Primary Investigators, Technical Assistance Specialists, Technical Writers, Editors, Marketing/Communications Specialists
Webpage Designers, Network Administrators, Computer Support Analysts/Assistants

Organizational Category: Scientific/Technical; hourly or salary based on credentials, experience, context, and employment classification (employee vs. independent contractor/vendor)

Job Description Last Updated: 12/2012

Sources: WI Worknet/WI DWD, May 2012; US DOL statistics, Dec 2012; AEA & AERA, 2012; & BPC job descripts

	ENTRY	AVERAGE	EXPERIENCED
<i>Years Direct Experience</i>	1-7 years	8-15 years	15+ years
<i>Educational Requirements</i>	Related 2 year degree from IHE and/or Human Subjects Certification; proven experience/performance; and accepted 4 year IHE academic track established; 4 year degree preferred	Related Bachelor's Degree; Human Subjects Certification; proven experience/performance; and IHE course completion (can be finishing graduate thesis); proven experience/performance; Master's Degree preferred	Related Master's Degree; Human Subjects Certification; proven experience/performance; and IHE course completion (can be finishing doctoral dissertation); proven experience/performance; Doctoral/Professional Degree preferred
<i>Wage Level</i>	\$8.05/hr - \$18.42/hr (employee)	\$18.43/hr - \$27.00/hr (employee)	\$27.01/hr - \$40.00/hr (employee)
	Est. \$15/hr - \$30/hr* (contractor/vendor;*negotiated)	Est. \$31/hr - \$75/hr* (contractor/vendor;*negotiated)	Est. \$75/hr - \$150/hr* (contractor/vendor;*negotiated)

Position Overview: Scientific and technical positions at BPC include staff that is generally categorized into three functional areas:

- 1. **Scientific** (Social Science Research Assistants/Analysts, Evaluation Assistants/Analysts, Primary Investigators, Co-Primary Investigators). Key duties include design, methodology, instrumentation, data collection, data analysis, scientific report writing, presentations, and publications as appropriate to staff credentials noted above.
- 2. **Technical** (Technical Assistance Specialists, Technical Writers, Marketing/Communications, and Editors). Key duties include providing expertise in a given area (economic development, business development, transit plans, strategic plan, policy, legal, etc) or providing an expert skill set (editorial, APA editing, graphic design for marketing, formatting, final publications, communication, public relations, etc.) to the organization or a project.
- 3. **Technology** (Webpage Designers, Network Administrators, Computer Support Analysts/Assistants). Key duties include providing expertise in technology related topics for the organization or client project as a one-time or ongoing process. Specific skills, network, hardware, and software applications/applicable certifications/degrees are warranted for these positions.

Entry and advanced scientific or technical staff require moderate to minimal oversight from project or organizational management and as they gain experience, technical certifications, and/or collegiate degrees, their proven performance record. These staff are familiar generally with the project assigned to them but can only provide specific insight to a few tasks within a given project (data analysis, information management, process data, revisions to long-term documents, etc.). On the other hand, ***Experienced*** scientific or technical staff are seen as colleagues to BPC's Administrative Team, Project Management, and Organizational Management and help carry out assigned duties independently or evenly as an equal member on the organizational or project-based team. They are able to lead and facilitate scientific/technical discussions broadly and specifically about project topics with the client, colleagues, support staff, management, and other related stakeholders in an easy to understand manner.

Essential Job Functions

- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.

- **Near Vision** - The ability to see details at close range (within a few feet of the observer).
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Analyzing Data or Information** - Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions & choose the most appropriate.
- **Critical Thinking** - Using logic, data, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Time Management** - Managing one's own time and the time of others.
- **Monitoring** - Monitoring/Assessing performance of yourself, others, or projects to make improvements or take corrective action.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Active Learning** - Understanding the implications of information for both current & future problem-solving and decision-making.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Mathematics/Scientific Reasoning** - Using mathematics, qualitative methods, mixed-methods, proven theories, and empirical data to approach projects.
- **Performing Administrative Activities** - Information and file management (oral, paper, electronic); processing paperwork; database maintenance; scheduling; coordination of multiple events effectively; managing multiple deadlines; & drafting documents.
- **Interacting With Computers** - Using computers and computer systems (including hardware and software) for routine maintenance; minor troubleshooting; set up functions (fax, scan, change printer cartridges, add paper, etc.) enter data, or process information.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources in order to share in the most effective/efficient manner required.
- **Communicating with Supervisors, Peers, or Subordinates** – Providing appropriate and responsive information in a timely manner to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive, professional, objective, and cooperative working relationships with others, and maintaining them over time.
- **Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work. Being flexible with work, changing deadlines, scheduling, etc. as needed by organization.
- **Documenting/Recording Information** - Entering, transcribing, recording, storing, retrieving, updating, or maintaining information in written or electronic form.
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Updating and Using Relevant Knowledge** - Keeping up-to-date technically and applying new knowledge to your job.
- **Processing Information** - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying info/data.
- **Scheduling Work and Activities** - Scheduling events, programs, travel, and activities, including activities of others that project administrator or client assigns (conference calls, meetings, etc.) and those of the staff you oversee.
- **Skills/Abilities:** Confidentiality, positive/constructive/critical feedback, comprehension and expression (written, oral, reading), spelling, editing, speaking, time management, technical writing, diversity/inclusivity, problem sensitivity/solver, team player, detail oriented, category/skill flexibility, and independently motivated/on task worker.
- **General Knowledge Base (as applicable):** technical area expertise, research/evaluation expertise, psychology/sociology/anthropology, human subjects policies/law, safety/liability, policy/procedures, education/training, mathematics/scientific reasoning, English language, computers/electronics/basic software applications, internet, diverse and Indigenous contexts, marketing/media, grammar, customer/personnel service, and communications.
- Other Duties as Assigned by Owner/Project Administration & as Needed by Organization
- Other Skills/Abilities/Knowledge Base as Developed through Experience/Education provided by Organization

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.