

**Professional Associate – Social Research Specialist II Fellow**  
**Division of Public Health**

This is entry-level professional work providing a full range of services to state agencies in a variety of disciplines. Positions in this class are assigned less complex projects or problems, or are assigned segments of an overall larger and more complex project. Work assignments are characterized by defined objectives and specific guidelines, but require an overall understanding of project design and purpose. The Professional Associate classification is intended as a resource to attract entry-level talent in various fields to the State.

**Project Description**

Position serves as an entry-level member of the data team for a variety of social research and data analytic projects working with fatality data in the Office of the Chief Medical Examiner. Work supports research, to develop, support, or evaluate public programs and policies in the collection, maintenance, and use of data including documentation of research methods and results; and preparing publications and reports and related products for use in communication, instruction, and public education. The team works with a wide variety of partners to determine system, organizational, or project needs for social research and managing those projects to fulfill these needs.

**Manager Preference**

Master's degree in psychology, sociology, or criminal justice.

**Knowledge, Skills, and Abilities**

- Working knowledge of methods and techniques used in gathering, editing, analyzing, interpreting and reporting social, educational, or economic information.
- Working knowledge of statistical principles and techniques used in collecting, interpreting, and reporting numerical data.
- Ability to communicate effectively in oral and written form.
- Data analytic skills for descriptive statistics using tools such as Excel, SAS, R or SPSS.

**Minimum Education**

Bachelor's degree in psychology, sociology, criminal justice, or a closely related field from an appropriately accredited institution