

Competency: Accountability/Leadership	<p>Demonstrates knowledge of the primary mission of the organization; applies understanding of primary constituency groups in the organization; has working knowledge of the various constituency groups that comprise the organization; demonstrates complex understanding of the multiple constituency groups within the organization; demonstrates understanding of multiple constituency groups in the organization and works to improve relationships among those groups; Positively participates in change; Assists implementation of change; Plans implements and communicates effective change approaches within a workgroup; Proactively proposes and implements change; Learns what is expected to do the job well; Understands what is expected to do the job well; functions effectively in a team; Exercises positive influence; Creates and achieves own measures of success; Acts to address current issues and determines future priorities; leads ad hoc or project teams.</p> <p>Demonstrates full competence leading diverse work groups, provides oversight and mentoring to less experienced leaders and establishes interdependent relationships with others to enhance effective use of work group resources. Examples may include:</p> <ul style="list-style-type: none"> • Recognizes the achievement and contribution of others • Makes decisions based on records and data • Leads change and transition by positively influencing others ability to adapt 	
Competency: Management	<p>Develops and maintains positive relationships; Maintains positive relationships inside and outside of work group; Manages differences constructively; Prevents and solves simple problems seeking help when required from colleagues and management; Provides necessary attention to solve different level problems often multitasking to solve moderate level problems; Uses creative thinking to improve processes; Solves complex problems and develops effective strategies; Establishes and maintains effective relationships with internal and external clients in a manner that provides satisfaction within resources; Consistently meets the organization's expectation for exemplary client service; Focuses efforts on fulfilling expectations by seeking insight into client needs and developing solutions that provide value; Maintains unwavering focus on aligning all activities to produce maximum value for the client; Relentlessly improves the value delivered to clients.</p> <p>Leads all aspects of medium to large size projects and/or operations and concurrently manages complex plans and changing scope while using data and experts to form resolutions regarding areas of risk and coordinating with principal investigators and may contribute to organizational decisions regarding contingent staffing options and personnel management decisions. Examples may include:</p> <ul style="list-style-type: none"> • Identifies needed skill levels to acquire qualified team members to meet project requirements • Provides leadership for projects that require several survey specialists and other task leaders • Sets up and uses the cost reporting system to monitor moderately complex medium-large size projects or subproject or operational program budgets and updates cost projections • Continually evaluates existing processes, products or services and uses creativity to improve upon them • Actively shares expertise and best practices in customer service with other departments • Successfully plans, implements, controls and closes moderately-complex medium-to-large sized projects or operational programs for multiple modes of data collection (budgets up to about \$1,000,000-\$5,000,000) • Defines medium-complex workscope, the budget items and estimated unit costs then creates ballpark estimates for medium-to-large size projects or subprojects or operational programs including projections • Anticipates problems, takes advance actions, solicits resources to solve them 	

Competency: Subject Areas Knowledge	<p>Applies subject areas knowledge to complete work assignments including: research administration, technical tools, survey methods, statistical analysis, and substantive areas.</p> <p>Manages project and operations teams to comply with standards and regulations in the following areas: leading technical proposal development teams; specifying quality assurance for data processing and analysis activities; specifying data structure & output; recommending best ways to use survey para data; developing survey and sample plans; testing simple hypotheses. Examples may include:</p> <ul style="list-style-type: none"> • Technical Tools: Serves as proposal technical lead to facilitate development of proposal packets for well-defined medium size projects • Technical Tools: Specifies and implements quality assurance activities for data processing and analysis phases • Technical Tools: Uses department technical tools to output data documentation and archive project files • Survey Methods: Uses para data to implement nonresponse, quality assurance and production monitoring plans • Statistical Analysis: Understands and discusses how survey samples, statistical significance and related measures such as p-value, confidence intervals, significance tests, effect size apply to survey projects • Statistical Analysis: Develops basic statistical plans then uses statistical software such as SAS, SPSS, STATA to answer research questions 	
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