



## Research and Statistics Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
RESEARCH AND STATISTICS TECHNICIAN I	0590	A12	\$30,840 - \$46,798
RESEARCH AND STATISTICS TECHNICIAN II	0592	A14	\$34,144 - \$52,134

### GENERAL DESCRIPTION

Performs technical research and statistical work involving assisting with collecting, compiling, and interpreting operational research and statistical data used in planning and executing programs.

### EXAMPLES OF WORK PERFORMED

Prepares, collects, and checks source data to verify completeness and accuracy.

Computes and analyzes data using statistical formulas, computers, and calculators.

Enters and reviews data used in analyses and reports.

Organizes documentation such as survey forms and reports for distribution and analysis.

Applies statistical formulas and procedures to data, and prepares summary reports.

Researches and responds to requests for information.

Assists in developing and implementing research quality control procedures.

Performs related work as assigned.

### DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.*

**Note:** *Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work, the complexity of the work, and may include the employee's related experience, education, and certifications. Other factors may include the type, nature, and scope of the assigned project.*

**RESEARCH AND STATISTICS TECHNICIAN I:** Performs moderately complex (journey-level) technical research and statistical work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**RESEARCH AND STATISTICS TECHNICIAN II:** Performs highly complex (senior-level) technical research and statistical work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Evaluate data used in analyses and reports.
- Prepare and compile research or statistical reports, charts, and graphs.
- Help design questionnaires and survey instruments.
- Assist in conducting surveys using sampling techniques.
- Help prepare analyses of time series for trends (linear, nonlinear, seasonal, and cyclical).
- Follow up to resolve problems or clarify data use or collection.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in research or statistical work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

#### **Additional for Research and Statistics Technician II:**

Graduation from an accredited four-year college or university with major coursework in statistics, research methodology, mathematics, computer science, or a related field is generally preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of standard research and statistical procedures and methods, and computer applications used to perform statistical analyses.
- Skill in critical thinking, in conducting research, and in the use of a computer and applicable software.
- Ability to compile, analyze, and interpret statistical data, and to communicate effectively.