

CLASS TITLE: RESEARCH TECHNICIAN

Class Code: 02668200
Pay Grade: 19A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct statistical and research work involving the collection, analysis, interpretation, and presentation of data, in a given subject matter field, requiring the application of standard statistical and research principles, methods and techniques to problems or projects of limited scope and complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom assignments are received with specific instructions as to methods and procedures, and objectives; some latitude is allowed for the exercise of independent judgement in the determination and evaluation of source material and the organization and presentation of data; work is reviewed in process and upon completion for quality of work performed.

SUPERVISION EXERCISED: As required, supervises the work of clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct statistical and research work involving the collection, analysis, interpretation and presentation of data requiring the application of standard statistical and research principles, methods and techniques to problems or projects of limited scope and complexity in a given subject matter field such as: administration, economics, education, fiscal management, engineering, health, industrial development, labor relations, social welfare, unemployment compensation; or in any other subject matter field which requires the application of standard statistical and research principles, methods and techniques to problems or projects of limited scope and complexity.

To make initial determinations of the information required in a study and of the methods of obtaining such information.

As assigned, to assist a research technician of higher rank in the conduct of statistical and research work on a problem or project of considerable scope and complexity.

To assist in the developing and revising of reporting forms for the compilation of basic and complex statistical and research data.

To make field investigations for the purpose of collecting primary and secondary statistical and research data.

To prepare charts, graphs, tables and other types of visual presentation of statistical and research data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of standard statistical and research principles, methods and techniques and the ability to apply such knowledge in the collection, analysis, interpretation and presentation of various data involving problems or projects of limited scope and complexity in such various subject matter fields as defined above; the ability to prepare oral and written reports containing analyses, evaluations, conclusions and/or recommendations; the ability to prepare graphs, tables, charts and other types of visual presentations of statistical and research data; the ability to assist in the development and revision of reporting forms for the compilation of basic and complex statistical and research data; the ability to assist research technicians of higher rank on problems

or projects of greater complexity; the ability to establish and maintain effective working relationships with superiors and associates, other agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in one of the physical, social or natural sciences including or supplemented by completion of courses in the theory, methods and techniques of statistics.

Or, any combination of education and experience that shall be substantially equivalent to the above education.

Class Revised: June 9, 1974

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