

CLASS TITLE: SENIOR RESEARCH TECHNICIAN

Class Code: 02668300
Pay Grade: 23A
EO: B

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 considerable scope and complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are usually received in outline; considerable 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 usually upon completion for quality of work performed.

SUPERVISION EXERCISED: As required, supervises the work of technical and 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 standard statistical and research principles, methods and techniques to problems or projects of considerable 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 considerable scope and complexity.

To develop and revise reporting forms for the compilation of basic and complex statistical and research data.

In connection with statistical and research studies, to be responsible for determining problem areas which require additional review and to make recommendation thereon for consideration of a superior.

To prepare analyses and descriptive material such as charts, graphs and tables to indicate trends and their significance.

To make research investigations involving the use of both primary and secondary statistical and research data.

As required, to supervise the work of technical and clerical employees assigned to assist in compiling, analyzing and preparing statistical and research data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough 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 considerable 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 including the interpretation of trends and their significance; the ability to develop and revise reporting forms for the compilation of basic and complex statistical and research data; the ability to assist research technicians of higher rank on complex problems or projects including the determination of problem areas

requiring additional review and to initiate research and statistical action and make recommendations thereon; the ability to supervise the work of research technicians of lower rank and clerical positions assigned to assist in compiling, analyzing and preparing statistical and research data; 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 theory, methods and techniques of statistics; and

Experience: Such as may have been gained through: employment at the level of a Research Technician; or employment in a position in a governmental agency or in private industry involving the application of standard statistical and research principles, methods and techniques in an agency or industrial program, project or function.

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

Class Revised: December 11, 1960

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