Research and Statistics Technician I

Class Code: 0590
Salary Group: A11

Salary Range: $26,332 - $41,355

GENERAL DESCRIPTION

Performs moderately complex (journey-level) technical research and statistical work. Work involves assisting with collecting, compiling, and interpreting operational research and statistical data used in planning and executing programs. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

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.

Assists in compiling reports, charts, and graphs.

May assist in planning methods to collect information and developing questionnaires.

May assist in conducting surveys using sampling techniques.

Performs related work as assigned.

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.
KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of standard research and statistical procedures and methods, and of 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.