

Class Concept

This is technician level work in gathering, editing, tabulating, and reporting of data and information for a variety of research or programmatic activities including behavioral, economic, educational, public health, medical, public policy, sociology, and closely related areas. Work is performed to support research, or to develop, support, or evaluate public programs and policies. Work responsibilities are clearly defined with minimal opportunity to alter data requests, needs or reports.

Positions at this level may participate in some or all of the research tasks, including preliminary literature searches; identification of population to be surveyed; questionnaire design; collection, compilation and management of data/information; quality assurance and quality control; limited analysis by statistical or other means; generation/production of new data/information; editing and formatting of reports. Most positions have limited involvement in research or data collection design; however they are expected to use considerable judgment and research skills in performing their data gathering and reporting work assignments. Overall goals, methodology, soundness of interpretation or analysis, and conclusions are the responsibility of higher level professional research or program staff.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to communicate effectively in oral and written form
- Working knowledge of methods and techniques used in gathering, editing, analyzing, interpreting and reporting social, educational, or economic information
- Working knowledge of statistical principles and techniques used in collecting, interpreting, and reporting numerical data

Minimum Education and Experience

Bachelor's degree in education, business, sociology, economics, psychology or related to work performed from an appropriately accredited institution; or

High School or General Educational Development (GED) diploma and four years of experience involving collecting, interpreting, and reporting of statistical or social or economic data; or an equivalent combination of education and experience.