

Class Concept

This is technician level work in organizing, collecting, compiling, interpreting, and implementing research projects and/or information reporting for 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.

Positions at this level may supervise the gathering, editing, tabulating, analyzing, interpreting and reporting of limited data sets or standardized data and information in a moderately large or complex project or program; or may personally gather, analyze and report results for projects requiring more discretionary, evaluative judgments. These positions work independently to establish intermediate goals, work methods, data gathering, reporting and other procedures, however, overall research or program goals, methodology, and conclusions are the responsibility of a higher level research or program staff. Routine statistical analysis is performed independently using a wide variety of predetermined statistical procedures. This level differs from the Social/Statistical Research Assistant I level by the increased independency and judgment of determining valid information, a greater variety of data needs, or may have supervisory responsibilities of lower level staff who are involved with the project.

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 and six months of directly related experience; or

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