

Classification and Qualification



STANDARDS

The California State University System

Research Technician II

Class Code 5681

Date Established 07-17-53

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Occupation Index Reference H-2

DEFINITION:

Under general supervision, the Research Technician II performs technical research work of average difficulty and assists in the supervision of technical and clerical assistants; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in the Research Technician classes are concerned primarily with the compilation and interpretation of both qualitative information and statistical data in the investigation of problems in specific subject matter fields.

Positions in the class of Research Technician II may include planning and carrying out, under close supervision, a phase of an original project, or carrying out under general supervision a phase of a project for which procedures have already been developed. The work may require the supervision of a small staff in the compilation of data.

Positions in the class of Research Technician III, the next higher level, are characterized by technical responsibilities consisting of the preparation of detailed plans for study, the compilation and interpretation of data, and the preparation of detailed reports on phases of major studies. Supervisory responsibilities include the direction of small staffs engaged in the compilation and analysis of data.

Positions in the next lower class, Research Technician I, have primary responsibility for gathering and summarizing data on projects under direct supervision and ordinarily do not supervise technical assistants. These positions also include the execution of procedures designated by others; close technical training and assistance are received in assignments given.

Examples of Typical Activities:

Incumbents of positions in the class of Research Technician II compile and analyze research data related to various phases of problems in a specific field; collect information regarding the activities, policies, standards, and procedures of the campus or department and of other governmental and private agencies; analyze changes or proposed changes in laws, make comparative analyses of other State and local laws, and review similar analyses prepared by others; make studies of trends in a particular field and recommend revisions in programs or other actions on the basis of analyses made; prepare data for presentation in graphic, pictorial, tabular, or written form; devise questionnaires, punch card codes, and forms for gathering and tabulating research data; write special reports and articles; supervise the work of technical and clerical assistants.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of research techniques, including the planning of studies and investigations, determining variables, developing bibliographical and other sources of data, and preparation of research reports; general knowledge of statistical principles and procedures, including methods of collecting statistical data, simple correlation methods, time series analyses, analysis of frequency series, sampling techniques, and construction of index numbers; general knowledge of sources of information on social, economic, and population trends in California.

Ability to prepare questionnaires and other survey instruments; ability to gather, compile, and analyze research data, and to present data in tabular, graphic, and pictorial form, ability to prepare and work clear and comprehensive reports; capacity for independent and creative thinking and writing on research and statistical problems; ability to plan, organize and supervise the work of a small team.

and

Experience:

Two years of progressively responsible experience in technical research or statistical work in the collection, compilation, and analysis of data.

Graduate study in the social sciences, economics, mathematics, statistics, public or business administration or engineering may be substituted for the required experience on a year-for-year basis.

and

Education:

Equivalent to graduation from a four-year college or university. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledges and abilities delineated above may be substituted for the required education on a year-for-year basis.

Work Week Group: 4A
Premium O/T: No
Shift Differential: No
Employee Category: Administrative