

Classification and Qualification



STANDARDS

The California State University System

Research Technician III

Class Code 5680

Date Established 11-02-56

Date Revised 01-01-78

Occupation Index Reference H-2

DEFINITION:

Under general direction, formulates, conducts and reviews research studies; prepares interpretative analysis and graphic presentation of data; provides consultive service to subject-matter specialists on the utilization of research techniques; plans, organizes and supervises the work of a small professional group; and does other 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 next lower 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 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.

Examples of Typical Activities:

Incumbents of positions in this class analyze research requests and consult with and assist subject-matter specialists on the scope and conduct of proposed studies, the availability of resources and the reporting and utilization of data; recommend, devise and install procedures for proposed studies; develop and work with technical staff on the programming and machine processing of data; analyze quantitative and qualitative statistical data and prepare interpretative reports and graphic presentation of research material; supervise and assist other technical and clerical research staff; initiate or recommend new studies or investigations, additional uses of existing data, modifications of procedures and innovations of methods; may represent the research staff at meetings and conferences on the theory and application of research procedures and the interpretation of research data, programs and objectives.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of research techniques, including the planning of studies and investigations, the determining of variables and the developing of reference materials; thorough knowledge of research reporting techniques; general knowledge of machine tabulation techniques and the programming of data; thorough knowledge of the techniques and treatment of data such as simple correlation methods, trend analysis, frequency distribution analysis, sampling techniques, hypothesis testing and methods of interval estimation; familiarity with the principles of personnel management and effective supervision and ability to direct the work of others.

Ability to reason logically and capacity for independent and creative thinking on research problems; ability to develop techniques for handling a large variety of detailed data and ability to analyze these data; ability to establish and maintain cooperative working relationships; ability to speak and write effectively; ability to analyze situations accurately and to adopt an effective course of action.

and

Experience:

Three years of progressively responsible technical research or statistical experience including or supplemented by one year in the interpretation and graphic presentation 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 qualifying professional experience 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