

RESEARCH TECHNICIAN TITLE SERIES DEFINITIONS

I. DEFINITION

RESEARCH TECHNICIAN 1

This is either an entry or full performance objective level. As an entry level, this encompasses positions which perform duties and responsibilities normally identified at the Research Technician 2 level, but which have been structured to provide their incumbents with the training and experience necessary to function at full performance at the higher level. Work is performed according to specific instructions and detailed guidelines, and under close, progressing to limited, supervision.

As a full performance objective level, this encompasses positions which execute specific data collection, compilation, analysis, and/or reporting procedures to assist professional research staff on specific projects or assist in the operation of statistical information reporting systems. Positions require that the majority of time be spent in activities such as:

- Calculating basic statistics (e.g., means, standard deviations, frequencies, ratios)
- Conducting phone/in-person interviews, using established formats, to collect information
- Editing questionnaires or similar reporting forms to ensure completeness, relevance, and consistency
- Contacting data originators to correct or clarify reported information and explain proper procedures
- Reviewing error listings or edit computer print-outs, using specialized knowledge of the information reported and/or the guidelines to correct errors and inconsistencies
- Explaining instructions, codes, or forms to data originators or users to ensure proper applications
- Guiding and directing the work of clerical assistants performing routine tabulations, coding, or editing of data
- Developing tables, graphs, or other means of presenting data
- Writing simple narratives describing results of compilations or calculations
- Contacting data processing staff to schedule computer runs and resolve problems in data entry or processing
- Maintaining a library of computer printouts, raw data files, computer tapes, or similar data to facilitate data retrieval
- Assisting in developing new procedures to collect or process information

Positions at this level may also use package or utility programs to set up or add to files, manipulate data, or produce reports, but would not require performing these functions the majority of the time.

Positions at this level typically require some knowledge of statistical or data processing techniques and concepts, or of utility or package programs. They also require knowledge of the specific guidelines and procedures governing the collection and reporting of data.

Work is performed according to specific, detailed guidelines that cover almost all aspects of the work.

RESEARCH TECHNICIAN 2

This is either an entry or full performance objective level. At an entry level, this encompasses positions which perform duties and responsibilities normally identified at the Research Technician 3 level, but which have been structured to provide their incumbents with the training and experience necessary to function at full performance at the higher level. Work is performed under close, progressing to limited, supervision.

At a full performance objective level, this encompasses positions which execute a variety of specific data collection, compilation, analysis, and/or reporting procedures to assist professional research staff or assist in the operation of statistical information reporting systems. Positions require that the majority of time be spent in activities such as:

- Developing data entry programs, formats, or codes from instructions or guidelines to facilitate proper data entry
- Responding to special information requests which require considerable manipulation of data or explanation of its meaning
- Developing specific operations and procedures for the collection, compilation, and reporting of data (e.g., edits, internal consistency checks, look-up tables)
- Designing draft surveys or reporting forms
- Applying package and utility computer programs to compile, tabulate, manipulate, and report data
- Guiding and directing Research Technician 1's in the collection, compilation, and analysis of data on a particular project, for a particular system, or on an aspect or phase of a variety of systems
- Developing narratives which explain circumstances not evident in the data themselves or require applying knowledge of the subject matter under study (e.g., mental health, labor markets) to interpret the data
- Performing more advanced statistical calculations (e.g., tests of significance, correlation coefficients) or complex estimating procedures, according to established guidelines or under the direction of professional staff
- Revising historical data based on changes in methodology or definitions of variables to enable comparison with current data
- Recommending new reports to promote wider use of collected data

Positions at this level typically require applying working knowledge of package or utility programs, basic statistical or data processing concepts, as well as knowledge of the specific guidelines/procedures used in data collection and reporting. Some knowledge of the subject matter area under study may also be required.

Work is performed under general supervision and according to specific guidelines which cover most technical aspects of the work.

RESEARCH TECHNICIAN 3

This is either lead or paraprofessional technical research support work. At a leadwork level, this encompasses positions functioning as leadworkers of an organizational unit of Research Technician 2 positions (2 or more) which are providing technical support to professional staff

or assisting in the operation of statistical information reporting systems. Positions typically report to professional supervisors and are responsible for all technical support activities in that work unit. Work is performed under general supervision.

At a full performance objective level for paraprofessional positions, this encompasses positions which spend the majority of time in functions such as:

- Operating a small, well-established statistical information reporting system, or a well-defined part of a larger system, including planning activities needed to collect and compile data, modifying procedures, working with data processing unit staff to further automate the system, and interpreting results.
- Producing an ongoing series of reports or publications, including compiling the data, developing the form of presentation, utilizing package programs to manipulate data and develop tables or charts, and writing narratives to describe the results.
- Performing the most advanced technical support work, typically involving adapting and applying a variety of package computer program or utility routines to perform complex data manipulations (e.g., setting up data files, manipulating data to develop special reports, perform a variety of statistical analyses as requested by professional staff).

Positions of this type may lead the work of other staff on an ad hoc basis to complete specific projects.

The work is more complex than that identified at the Research Technician 2 level due to the more extensive responsibility for work planning and coordination, the greater intricacy of procedures, methods, or problems, and/or the greater degree to which the examination and evaluation of data approaches professional-level analysis.

Positions at this level require working knowledge of statistical or data processing concepts and procedures, and in addition, require a greater degree of knowledge than positions at the Research Technician 2 level, in the form of: an extensive or expert knowledge of the guidelines or procedures governing the collection and reporting of a particular data series, a greater degree of subject matter knowledge, or considerable knowledge of package or utility program systems.

Work is performed according to specific guidelines, but the number and variety of guidelines and work situations require the employe to use judgment in locating and selecting the most appropriate procedure or guideline to apply and making minor deviations to adapt guidelines to specific cases. Situations where existing guidelines can't be applied or major deviations are necessary are referred to supervisor or authorizing agency. Work is performed under general supervision.

RESEARCH TECHNICIAN 4

Positions identified at this level lead the work of Research Technician 3 positions and are typically responsible for operating and maintaining a well-established statistical information reporting system, overseeing the production of an ongoing series of statistical reports or publications, or the maintenance of an ongoing data series. The technician is considered accountable for the accuracy, reliability, and timeliness of data reported, as well as for the work of subordinates.

Knowledge required is similar to that described at the Research Technician 3 level. Work is performed under general supervision and according to guidelines as described for the Research Technician 3 level.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Engineering Technician