

# Classification and Qualification



# STANDARDS

The California State University System

## Research Technician I

*Class Code 5683*

*Date Established 04-23-48*

*Date Revised 01-01-78*

*Occupation Index Reference H-2*

### DEFINITION:

Under immediate supervision, gathers, compiles and analyzes research data; develops tabulation and coding procedures; and does related work as required.

### DISTINGUISHING CHARACTERISTICS:

Incumbents of positions in the class of Research Technician I are primarily concerned with gathering and summarizing data on projects under direct supervision and ordinarily do not supervise technical assistants. Assignments involve execution of procedures designated by others, and incumbents receive close technical training and assistance.

Positions in the class of Research Technician II, the next higher level, are characterized by assignments of both a research and a statistical nature, involving detailed analyses of data and minor supervisory responsibilities.

### Examples of Typical Activities:

Incumbents of positions in this class assist in gathering, compiling, and analyzing research data and, as assigned, make special surveys and investigations; prepare questionnaires and assemble and assist in the collection and preliminary interpretation of field data, devise coding manuals and assist in the development of tabulation procedures; use statistical techniques and operate mechanical devices common to research and statistical work; prepare data for presentation in graphic, tabular, pictorial, and written form; make preliminary analyses of laws, procedures, and other subjects; write analytical reports and descriptive, nontechnical summaries.

### MINIMUM QUALIFICATIONS:

#### **Knowledges and Abilities:**

Working knowledge of research techniques and the methods of preparation of research reports; working knowledge of statistical principles and procedures, including methods of frequency series, data, simple correlation methods, sampling techniques, and construction of index numbers.

Ability to assist in preparation of questionnaires, gathering and analyzing research data, and in compiling data for reports and summaries in tabular, graphic, and pictorial form; ability to prepare clear and concise reports; ability to analyze situations accurately and to adopt an effective course of action; ability to speak and write effectively.

and

**Experience:**

One year of experience in technical research or statistical work.

One year of graduate study in the social sciences, economics, mathematics, statistics, public or business administration, or engineering fields may be substituted for the required experience.

and

**Education:**

Equivalent to graduation from a four-year college or university, including or supplemented by a course in statistics.

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