UNIVERSITY OF SOUTHERN CALIFORNIA
Statistician I
Job Code: 185507

Grade: J
OT Eligible: No
Comp Approval: 6/27/2005

JOB SUMMARY:
Performs data management and statistical analysis under the direction of Principal Investigators for complex research projects. Develops charts and graphs to display results; may assist in writing research papers for publication. Oversees maintenance of computer software and hardware. May lead data entry staff, as assigned.

JOB ACCOUNTABILITIES:
*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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<th>*E/M/NA</th>
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Evaluates, recommends and implements procedures for data management and quality control. Develops input methodology and data file structure. Oversees data entry and maintenance of data files, including backups and hard copies.

Provides guidance to data entry staff, as assigned. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of work.

Performs data analysis using statistical methods. Reviews results for anomalies, investigates to determine cause, and makes corrections if necessary. Assists in interpretation of results and prepares tables or graphs for inclusion in reports and research papers.

Assists in preparation of technical reports and papers on the research project's statistical methods and results. Assists Principal Investigators in writing scholarly empirical papers for publication and presentation.

Installs, tests, modifies and maintains computer programs for statistical analysis as needed. Oversees maintenance of computer hardware.

Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
- Master's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 2 Years
- Combined experience/education as substitute for minimum experience

Minimum Field of Expertise:
- Biometry, Biostatistics or Statistics; mainframe computer and PC experience; experience with SAS, Epilog, BMDP, GLIM or SPSS.

Preferred Experience:
- 3 Years

Skills: Other:
- Communication -- written and oral skills
- Consulting
- Lead/Guidance Skills
- Organization
- Problem identification and resolution
- Statistical analysis

Skills: Machine:
- Computer Network (Department or School)
- Computer Peripheral Equipment
- Personal Computer

Supervises: Level:
- May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:
- Clerical/Secretarial

SIGNATURES:

Employee: __________________________ Date: __________________________

Supervisor: _________________________ Date: _________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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