UNIVERSITY OF SOUTHERN CALIFORNIA

Statistician II

Job Code: 185511

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

JOB SUMMARY:
Performs data management and statistical analysis for complex research projects. Participates in planning, design and development of research protocols and writing research papers for publication. Oversees maintenance of computer software and hardware. Writes computer programs as needed. Supervises data entry/programming staff.

JOB ACCOUNTABILITIES:

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

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Participants with Principal Investigators in the planning, design and development of research protocols and measurement instruments.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>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.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Supervises data entry and/or programming staff, as assigned. Assists in recruitment, screening, hiring, orientation and training of staff. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of work.</td>
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<tr>
<td>______</td>
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<td>Evaluates and recommends statistical methods for data analysis. Reviews results for anomalies, investigates to determine cause and makes corrections if necessary. Interprets results and prepares tables or graphs for inclusion in reports and research papers.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Prepares 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. May participate in presentations.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Designs, codes, tests, debugs, documents and maintains computer programs for statistical analysis as needed. Installs and tests software, oversees maintenance of hardware and software.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Provides consultation and training on computer, methodological and statistical topics for research project staff and/or students.</td>
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<tr>
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<td>______</td>
<td>Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate.</td>
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</table>

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
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

**Minimum Experience:**
- 3 Years

**Minimum Field of Expertise:**
- Biometry, Biostatistics or Statistics; mainframe and PC experience; experience with SAS, Epilog, BMDP, GLIM or SPSS and programming languages such as FORTRAN, C++.

**Preferred Education:**
- Doctorate

**Preferred Experience:**
- 5 Years

**Skills: Other:**
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Statistical analysis
- Supervisory Skills

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

**Supervises: Level:**
- Supervises employees and student 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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