

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Research Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Research Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	0559	WORK YEAR:	12 Months
DEPARTMENT:	Assessment, Research, and Evaluation	SALARY:	Range 38 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-08-84
		HR REVISION:	08-10-12

BASIC FUNCTION:

Perform routine, diverse clerical duties, and assist in the preparation of reports and statistical data related to assessment programs represented in figures, tables, graphs, and charts; assist in the maintenance of research and information files, reports, and other documentation.

DISTINGUISHING CHARACTERISTICS:

The Research Technician I position requires the technical ability to present graphic and statistical data. The Research Technician II position requires a greater variety of responsibilities and technical experience. Both positions work under general supervision.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assist with activities related to the conduct of state and district assessment programs including the inventorying of assessment materials, printing, dissemination, and retrieval of instructions and assessment reports. **E**

Receive telephone calls and visitors; receive and answer inquiries regarding assessment programs and data. **E**

Develop and maintain a variety of logs, records, and files related to the assigned office; compile information and prepare summaries and reports; compile and tabulate data; communicate with other agencies, sites, or departments to provide or obtain information. **E**

Perform various tasks by using a variety of software programs, such as word processing, database, spreadsheet, scanning, and graphics programs. **E**

Organize incoming and outgoing test materials for all district schools; prepare answer sheets to score test data electronically or send to the scoring contractor. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information such as test scores, questionnaires, etc.; generate reports, records, lists, and summaries from computer database; operate standard office equipment. **E**

Compose correspondence independently or from oral instructions; prepare letters, memos, and forms, requesting, providing or verifying information; assist in the design of graphic presentation materials. **E**

Proofread and edit documents for accuracy, completeness, and conformance to established procedures. **E**

Duplicate and distribute a variety of records, reports, and other materials as directed; lift and carry moderately heavy objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years experience in the collection and recording of statistical data and the compilation of this information into relevant reports, graphs, and charts.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....45 Correct WPM
Word.....60% Overall Score
Excel or Access.....60% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and processes of data reporting.
District policies and procedures related to assigned function.
Applicable sections of State Education Code and other state and federal laws.
Operation of a computer, related software, and standard office equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Telephone techniques and etiquette.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Perform various tasks by using a variety of software programs.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Maintain records and prepare reports; sort, edit, and categorize.
Operate a computer, related software, and standard office equipment.
Lift and carry moderately heavy objects according to safety regulations.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift and carry moderately heavy objects.