

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Research Technician II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)	
SERIES:	Research Technician	FLSA:	Non-Exempt	
JOB CLASS CODE:	0558	WORK YEAR:	12 Months	
DEPARTMENT:	Assessment, Research, and Evaluation	SALARY:	Range 41 Salary Schedule C	
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58	12-12-66
		BOARD REVISION:	<u>07-01-62</u>	<u>10-12-81</u>
		HR REVISION:	08-10-12	

BASIC FUNCTION:

Perform routine, complex clerical and technical duties related to assessment, data collection, and reporting; utilize database programs to import and export data; develop queries for counts, grouping, and organization; assist with the interpretation of data; produce and duplicate reports.

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 or execute 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**

Perform various research-oriented tasks by using a variety of software programs, such as word processing, database, spreadsheet, scanning, and graphics programs; collaborate with other departments to prepare and complete a variety of assessment and/or data reports; utilize the internet to conduct research. **E**

Assist in the assessment collection process for charter school sites; collect, enter, and report data; responsible for tracking systems; assist in the data collection process for state-mandated reports. **E**

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

Operate a computer and related software to input, output, update, and access a variety of records and information; 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; design graphic presentation materials; proofread and edit documents for accuracy, completeness, and conformance to established procedures; lift and carry light 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 three years experience in assessment, research, statistical, or accounting work.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding45 Correct WPM
- Word.....70% Overall Score
- Excel or Access70% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and processes of statistical analysis and data reporting.
- District policies and procedures related to assigned function.
- Applicable sections of State Education Code and other state and federal laws.
- Operate a computer, the Internet, 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.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Perform various research-oriented 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, including the use of the Internet, related software, and standard office equipment.
- Lift and carry light objects according to safety regulations.
- Reason and communicate effectively, both orally and in writing.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- 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 and occasional warehouse 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 light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date