UNIVERSITY OF SOUTHERN CALIFORNIA
Statistician II
Job Code: 185511

OT Eligible: No
Comp Approval: 11/14/2018

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. May supervise the data entry/programming staff.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Participates with Principal Investigators in the planning, design and development of research protocols and measurement instruments. E

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. E

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. E

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. E

Designs, codes, tests, debugs, documents and maintains computer programs for statistical analysis as needed. Installs and tests software, oversees maintenance of hardware and software. E

Provides consultation and training on computer, methodological and statistical topics for research project staff and/or students. E

May supervise the data entry and/or programming staff, with duties including: scheduling, assigning and prioritizing workloads, setting appropriate deadlines, ensuring timely completion of work, and monitoring employee performance on a day-to-day basis. Assists in staff recruitment, screening, hiring, orientation and training, as necessary. E

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

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. E

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

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:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Human resource process and employment knowledge
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Statistical analysis

**Supervises: Level:**
- May supervise staff, student, temporary or resource workers.

**SIGNATURES:**

Employee: ____________________________ 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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