

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 for all district schools. **E**

