



# USC University of Southern California

## Statistician I Job Description

### JOB INFORMATION

Job Code:	185507
Job Title:	Statistician I
FLSA Status:	Exempt
Supervisory:	May oversee staff, students and/or resource employees
Job Family:	Business Data Analysis
Job Family Group:	Data Analysis
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides expertise in leave policies and programs to faculty and staff across the university. Drafts and proposes revisions to university leave policies in accordance with updates to state and government leave regulations, standard operating procedures and other required documentation. Provides consultative guidance to solution center for complex, policy-related leave transactions. Provides guidance and education on updates to leave policy as needed. Ensures all LOA processes adhere to all state/federal regulations as well as university leave policy. Champions the university's vision, culture and values.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Master's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Biometry, Biostatistics and/or Statistics experience.
X		Mainframe computer and PC experience
X		Experience with SAS, Epilog, BMDP, GLIM and/or SPSS.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Performs data analysis using statistical methods. Reviews results for anomalies, investigates to determine cause, and makes corrections if necessary. Assists in interpretation of results and prepares tables or graphs for inclusion in reports and/or research papers.				
Assists in preparation of technical reports and/or papers on research project's or administrative statistical methods and results. Assists Principal Investigators in writing scholarly empirical papers for publication and presentation or staff administrators in preparing statistical reports for presentation to management.				
Develops and implements statistical or quantitative models to support marketing/business development efforts and other business applications.				
Installs, tests, modifies and maintains computer programs for statistical analysis as needed. Oversees maintenance of computer hardware.				
May provide guidance to data entry staff, as assigned. Schedules, assigns and prioritizes workloads as requested. Sets appropriate deadlines as needed. Monitors employee performance on day-to-day basis and ensures timely completion of work, as needed.				
Keeps informed of developments in field. Reads journals and other relevant publications, attends professional association meetings and seminars as appropriate.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.