

Job Analysis Questionnaire University of Utah

Department: College of Nursing
Complete the appropriate box:

Department ID: 00272

New Position	Reclassification	Job Description Update
Completed By: Robert Turner	Employee Name: _____	Employee Name: _____
Title: Mgr. Grants & Contracts	Phone: _____	Phone: _____
Phone: 5-5437	Length of Time Performing New Duties: _____	Job Code: _____

Position Summary: In two or three sentences, summarize the overall responsibilities, chief purpose or objective of this position. – The objective of this position is to increase the level of statistical support provided to researchers in the College of Nursing. The principal responsibility will be to conduct statistical analyses under the direction of the Director of Applied statistics.

Task Description: Give a detailed account of all tasks that are involved in carrying out this position. Estimate the average percentage of time spent performing each task, totaling 100 percent. Arrange these tasks in order of importance with the most important task listed first and the least important task listed last. Please be specific in defining the tasks. Use additional pages if necessary. **Please do not copy the job description.**

Work Tasks and Duties:

Percent of Time

- | | |
|---|------------|
| 1. In support of research project implementation and dissemination efforts, determines what statistical analyses are theoretically appropriate given the nature of the design and the data. Using SPSS and/or SAS, runs statistical analyses ranging from simple descriptive statistics to complex inferential statistics using models such as the Analysis of Variance, Multiple Linear and Logistic Regression, and other models as appropriate | 55% |
| 2. Communicates findings from statistical analyses verbally and in writing to investigators | 15% |
| 3. Oversees lower level statistical programming, data entry, and file management | 10% |
| 3. Works with faculty and project directors to solve data related problems in project implementation | 15% |
| 4. Works with investigators in the development of new grant application to develop analysis plan and power analyses | 5% |

Coordination and Supervision: List the number of employees and their position titles whose activities this position coordinates or supervises. Identify the types of supervisory responsibilities performed, such as assigning work, hiring, and performance evaluation. This position will have no direct supervisory responsibilities, or responsibilities of hiring or evaluation..

Budgetary Responsibility and Impact: Please list relevant statistics that would demonstrate the budgetary responsibility of this position (annual budget, annual payroll, number of cost centers, etc.); and/or the impact of the daily activities on the department's/hospital's budget (billing or purchasing duties). If this position involves purchasing, is there an authorized spending limit above which administrative approval must be obtained? NONE.

Decision Making: Describe the work actions and/or decisions that this position is authorized to make without prior approval from a supervisor. List any laws, regulations, standards, or procedure manuals that are used in performing the work. The position will comply with HIPPA regulations in handling all data and will comply with standards of operations as indicated by the direct supervisor.

Problem Solving: Provide examples of problems, major challenges and/or issues that are addressed on a **regular basis** as part of this position. Describe how they are resolved. The challenges faced in this position on a regular basis will include: decision about the proper type of statistical analyses to employ; decisions about proper data management procedures; attention to detail in tracking research subject accrual; meeting deadlines for reporting results of statistical analyses. Managing time so as to complete tasks on time

Minimum Requirements: Briefly describe the minimum experience, education, and any licenses, or certifications if any, required for this position. Minimum educational background is a Masters Degree in quantitative methods or related field (e.g. statistics, quantitative psychology, Sociology). Minimum of four years experience in applied statistics. Higher degree status may reduce this required amount of previous experience. For instance, although this position has minimum educational requirement of a masters Degree, candidates with doctoral degrees in behavioral science who are not seeking a tenure track position are strongly encouraged to apply.

Comments: Provide any additional information that would help us to better understand this position. This position will work as a mid level statistician under the direct supervision of the Director of Applied statistics. After some period of experience, they will have some autonomy in working directly with researchers with consultation with the Director. The requirement for Master degree in biostatistics is important

Signature: _____ Date: _____