



# Position Description

DATE: January 2019

<b>POSITION TITLE:</b> Biostatistician II	<b>CLASSIFICATION:</b> Exempt
<b>REPORTS TO:</b> Senior Biostatistician or Project Director	<b>SUPERVISES:</b> None

## Summary:

Provides statistical support for the design of clinical trials and epidemiologic studies. Develops statistical analysis plans with minimal supervision, conducts statistical analyses, prepares and presents statistical reports, and co-authors manuscripts. The employee is expected to perform the duties of the position with limited direct supervision.

## Duties and Responsibilities:

- Evaluate the design options for a planned clinical trial.
- Write a statistics chapter for study protocols.
- Perform sample size calculations.
- Develop detailed analysis plan documents.
- Generate randomization lists.
- Prepare and present interim analyses to data safety monitoring boards.
- Perform and document statistical analyses of clinical trial data.
- Verify CPU code written by JCHR statisticians.
- Prepare manuscripts reporting the results of clinical studies.
- May serve as an assistant director of a project or a scientific investigator on studies.
- Work with minimal supervision.
- Remain available to attend evening and weekend conference calls and meetings.

## Skills, Knowledge, and Abilities May Include:

- Skills:
  - ◆ High degree of technical statistical competence.
  - ◆ Strong communicative ability, both orally and in writing.
  - ◆ Competent in experimental design, descriptive, and inferential statistics.

- Knowledge:
  - ◆ Statistical techniques, including:
    - Regression modeling and diagnostics
    - Survival analysis
    - Longitudinal analysis
    - Non-parametric methods
    - Imputation of missing data
  - ◆ SAS or similar statistical software package.
- Abilities:
  - ◆ Program in SAS or similar language.

### Education and Experience:

- Education: Master's degree in statistics, public health, or a related field.
- Experience: Typically at least two years of statistical analyses at JCHR or in prior employment, requiring knowledge or learning customarily acquired by a prolonged course of specialized intellectual instruction.

### Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, calculators, and fax machines.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, with typical work hours from 8 a.m. to 5 p.m. This position occasionally requires long hours.

### Other Duties:

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.