Position Identification

Biostatistician I  
Job ID#: 274  
Job Name: Biostatistician  
Position Category: Professional Services

Position Purpose

Collaborates with medical and scientific researchers in study design, development of research instruments, collection, management and analysis of data, interpretation of results, preparation of reports, and publication of research.

Organizational Structure

Location: Health Research Center – HRC3  
Department: Center for Patient Care and Outcomes Research (PCOR)  
Division:

Reports to (title): PI and Business Manager  
Direct Reports (title): None  
Collaborates with (title): Research study team, students, fellows  
Workweek: Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job Dimensions

Collegiality

Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence & Creativity

Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact missions. Identify and implement new methods to increase efficiency and quality.

Education & Development

Participate in design, development and/or evaluation of materials, methods, courses or programs. Seek out mentorship and learning opportunities. Develop and maintain professional affiliations.

Agility

Resourceful in deviating from the routine; adapt behaviors, priorities and work methods to meet needs of others. Support transformational change to achieve institutional vision and strategies.

Dependability & Judgment

Demonstrate logical, rational, and objective decision making. Use analysis, experience and logic to solve problems and offer solutions and suggestions that are effective in addressing problems. Show reliability and accountability in the successful completion of all work.

Stewardship & Institutional Citizenship

Be an active and thoughtful participant in institutional initiatives, meetings and committee work. Conserve resources and use in an efficient and cost effective manner across all MCW missions. Look for ways to improve and promote quality within area of influence.
Primary Functions

1. Produce tables and other support materials as requested by investigators; present statistical results in a clear and easily understood format to investigators.

2. Assist in the writing of abstracts and manuscripts, providing expertise and content regarding study design, statistical techniques, and results.

3. Perform simple and complex statistical analyses. Develop statistical programs to carry out univariate and multivariate regression analyses.

4. Maintain and manage existing and emerging secondary databases from such sources as, but not limited to: Medicare, Medicaid, SEER-Medicare, NHANES, NAMCS, VA Medical System on a UNIX/Linux platform using SAS.

5. Work with multi-level, multi-relational complex datasets; develop and maintain programs to download and create analytical files; develop algorithms to select and merge data from different sources and link longitudinal data.

6. Create and maintain data dictionaries easily understood and used by researchers not previously familiar with the database. Understand and communicate the context and characteristics of data elements from source documentation.

7. Optimize efficiency of statistical analyses by providing expertise in the development and maintenance of analytical files and data management systems.

8. Collaborate in writing grant submissions; recommend options for complex study designs, statistical methods, questionnaire construction, data gathering techniques, and data analysis. Write statistical section for grant submissions to be clearly understood by a non-statistician.

9. Serve as Data Custodian, as needed: develop, implement, maintain, review, and update policy as it relates to security around hardware, software, and data. Authorize and control access to data, as appropriate. Develop and present training in data security and software use, as required.

10. Working with IT Specialist, advise on server hardware and software maintenance and upgrades.

11. Work with other biostatisticians and graduate research assistants to facilitate data management and analysis for their projects.

Specifications

<table>
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<tr>
<th>Minimum Education:</th>
<th>Master's degree</th>
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<tr>
<td>Prior Experience:</td>
<td>1 year</td>
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<tr>
<td>Preferred Field of Study:</td>
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<td>Certification:</td>
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Specifications

Knowledge, Skills, and Abilities

Statistical modeling and analysis of linear and generalized linear models including mixed models. Some experience with methods for observational studies. Advanced SAS programming and experience with Oracle/UNIX/Linux systems is essential. Experience with R is desirable. Experience with STATA software and SQL programming is desirable but not required. Strong critical thinking, problem solving and attentiveness to detail required. Excellent oral and written communication skills are essential.

Position Title: Biostatistician I

Job Scope

Problem Solving
Methods and practices are not fully established.

Impact
Rework may cause irreparable damage or expense.

Leadership
Infrequent supervision based on reported results.

Internal Communication
Communicates regularly about matters with little controversy.

External Communication
Communicates infrequently about matters with little controversy.

Responsibility
Maintains complex datasets

Confidentiality
Regularly uses, and/or reports confidential information.

Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Infrequent exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Work is performed in an environmentally controlled office environment.

Job Profile

Grade: 714

Full-Time Equivalent: 1.0

FLSA Status: Exempt

FLSA Test: Learned Professional

Diversity, Affirmative Action, Equal Employment Opportunity, and Confidentiality Statement

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and/or driving record check. The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation. The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes
and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments. Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches. This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time.

EFFECTIVE DATE: