



Office of Human Resources
Statistical Researcher Associate - CA1010
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General Statement of Duties

Conducts statistical analyses of data from operations, finance and budgets, personnel and/or health and safety areas.

Distinguishing Characteristics

Statistical Researcher Associate is distinguished from the Statistical Researcher Senior class by its performance level. Statistical Researcher Associate describes standard or intermediate level professional work conducting statistical analysis and research. Statistical Researcher Senior describes full performance level professional work conducting statistical analysis and research.

Definition of Statistics:

Statistics is the science and practice of developing knowledge through the use of empirical data expressed in quantitative form. It is based on statistical theory which is a branch of applied mathematics. Statistics is concerned with collecting and processing data, summarizing information, estimating descriptive constants (parameters), discovering empirical laws, testing hypotheses, and designing experiments in such a way that valid inferences can be drawn from empirical evidence.

Level of Supervision Exercised

By position, performs limited project or operational lead work.

Essential Duties

Gathers historical data and performs a variety of statistical analyses to assist management in evaluating operations and performance.

Creates databases, assists with implementation of research methodologies and calculations of mathematical functions and generates statistical analyses.

Interprets findings for trends, patterns and projections and prepares reports which include designing charts, graphs, plots and maps.

Utilizes a variety of software to obtain statistical outputs for analyses of the organization's operations and other studies.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions.

Assists in coordinating and checking the work of other employees for assigned projects.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands and evaluates technical information related to the job; advises others on technical issues.

Technology Application – Uses machines, tools or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of descriptive and inferential statistics sufficient to be able to analyze data and prepare charts and graphs.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Knowledge of research methods and techniques sufficient to be able to determine and devise appropriate data survey and collection instruments, data interpretation procedures and analytical methodologies to be utilized.

Skill in using computers and a variety of software to perform statistical analysis.

Education Requirement

Bachelor's Degree in Statistics, Computer Science or a related field.

Experience Requirement

One (1) year of experience in a technical support function performing a variety of statistical analyses and research which included the use of automated applications.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision: ability to see clearly at 20 inches or less; ability to adjust vision to bring objects into focus; ability to distinguish and identify different colors.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-809

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: