General Statement of Duties

Coordinates and performs a variety of statistical research and analyses to provide information to management and other governmental agencies.

Distinguishing Characteristics

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

Level of Supervision Exercised

By position, may perform project or operational leadwork.

Essential Duties

Performs a variety of research and analyses of data related to the organization's operations and interprets output for trends and patterns.

Develops new methods for collecting data, new database applications for archiving and retrieval of statistics, and maintains records.

Some positions are responsible for performing research and analysis requiring the application of inferential statistics and multivariate analysis.

Develops error checking programs and assures data collected is reliable, timely and valid and resolves issues of data incongruence, collection procedures and editing.

Prepares reports and recommendations pertaining to findings in publications and conference presentations, and to management.

Utilizes a variety of software to obtain statistical outputs for analyses of the organization's operations and studies and trains and assists others in the use of software for statistical purposes.

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

Plans, schedules, coordinates, assigns work and establishes priorities for subordinate employees based upon goals and individual capabilities.

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.

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 statistics sufficient to be able to compile data, interpret tables and graphs and generate reports.

Knowledge of inferential statistics and multivariate analysis sufficient to be able to compile data, perform analysis and provide findings and recommendations.

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.

Knowledge of a variety of computer software sufficient to be able to statistically analyze data.

Skill in synthesizing findings, charts and graphs from various sources and generating reports.

Education Requirement

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

Experience Requirement

Three (3) years of experience performing statistical analysis 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

Temperature Changes: variations in temperature from hot to cold.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Working Conditions: Potential exposure to unpleasant elements (accidents, injuries and illness).

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.
Handling: seizing, holding, grasping or otherwise working with hand(s).
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-811
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: