

DESCRIPTION: Under limited supervision, plans and conducts program specific or advanced statistical data collection and analysis projects or activities, interprets information and designs methodologies for collecting and reporting program and demographic data, and makes recommendations for process improvements. May provide work guidance as a team/project leader to other members or employees performing statistical analyses or similar studies; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

N/A

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Defines, implements, and evaluates the objectives, goals, and action steps of statistical analysis studies and surveys to ensure the utility of the techniques applied and the reliability and validity of the conclusions made.

Devises and/or modifies questionnaires, sampling procedures, and other manual and/or electronic formats used for collecting, aggregating, and analyzing data to facilitate information compilation, analysis, and presentation.

Sets priorities, schedules, directs, and reviews the work of assigned data team/project members engaged in planning and conducting studies and surveys to ensure proper use of time, equipment, and material.

Instructs other analytical and technical support employees in policies, practices, and procedures governing statistical analysis functions to demonstrate and guide them in completing work assignments.

Collects and compiles statistical, economic, or program data utilizing sampling techniques or complete census methods to provide databases for assessing the effectiveness of agency programs and services and preparing periodic reports.

Modifies and applies established mathematical and statistical methods and techniques for use in deriving percentages, means, ratios, correlations, and other measures to facilitate the interpretation of data obtained from studies or other sources.

Interprets correlations and other advanced statistical measures to adjust, weigh, and assess the significant differences, trends, or relationships that exist among data.

Organizes statistical findings into a variety of formats compatible for compilation and analysis by computer applications software to present visual summaries of analyzed data and to facilitate comprehension of the significance of data and decision-making by others.

Prepares periodic program and/or administrative data reports, summaries, projections, and/or forecasts to meet assessment requirements of on-going program, fiscal analysis, or other evaluation needs.

Confers with agency employees, agency stakeholders, representatives of other governmental agencies or jurisdictions, survey participants, or user groups to present the findings, conclusions, recommendations, and forecasts of statistical analyses.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and procedures of random sampling and probability; the methods and techniques of statistical analysis; resource material concerning statistical data and collection methods; employing agency policies, rules, and procedures pertinent to statistical data collection and analysis; State and federal laws, policies, and standards governing the mission and programs of the employing agency; the functions of jurisdictions, organizations, or businesses effected by the agency's mission; the kinds and sources of statistical data pertinent to the programs and operations of the agency; the demographic characteristics (such as economic, social, industrial, or occupational) of those served by the employing agency; advanced statistical analysis software (such as SPSS, SAS) pertinent to the employing agency.

Ability to: communicate, in person, and by telephone, email, and correspondence, with others using a variety of media to exchange factual information, analyses, findings, and conclusions; use quantitative and qualitative data collection instruments; understand and apply technical narrative material including manuals, handbooks, instructional memoranda, and computer printouts pertinent to collection, analysis, and presentation of statistical data; adapt and apply statistical techniques to the analysis and interpretation of data; identify and interpret trends, inverse relationships, and critical elements in data; summarize statistical data into technical reports, and charts, graphs, and tables; formulate conclusions and forecasts based on statistical analysis; calculate probabilities; use the capabilities and features of programmable calculators and computers and associated applications software including word processing, spreadsheets, and databases; interpret and apply State and federal laws and standards, and employing agency rules, policies, and procedures; set personal work priorities and manage one's work time; schedule, direct, and review the work of other analytical and technical support employees; design and coordinate implementation of statistical analysis projects or operations within organizational constraints and resources.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in statistics, mathematics, economic/social science research methods, or a related field of quantitative analysis and two years experience in research and evaluation involving the application of statistical methods and techniques to program, administrative, survey, or demographic data; additional experience in this work can be substituted for the required education on a year for year basis.

OR

Post Bachelor's degree in statistics, mathematics, economic/social science research methods, or a related field of quantitative analysis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).