

DESCRIPTION: Under general supervision, plans and conducts data collection studies, and analyzes, interprets, and prepares reports of statistical data through the application of statistical methodologies; may coordinate and review work assigned to co-workers; 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.)

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.)

Evaluates and defines the problem or issue, objectives, and action steps of statistical studies and surveys to confirm the utility of the techniques applied and to ensure the reliability and validity of the conclusions made.

Devises and/or modifies questionnaires, sampling procedures, coding forms, and other manual and/or electronic formats for use in gathering and tabulating data to facilitate information compilation, analysis, and presentation.

Collects and compiles statistical and demographic data utilizing sampling techniques to provide a database for assessing the effectiveness of employing agency programs, projects, and services and preparing periodic reports.

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

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

Constructs tables, graphs, charts, and other tabular and/or illustrative material to present a visual summary of analyzed data and to facilitate comprehension by others of the significance of data.

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

Disseminates statistical information, tabular and/or illustrative material, computer printouts, and other reports, and provides survey or work instructions and guidelines, to co-workers, other governmental officials, employing agency associated organizations, and the public to share information or to educate and elicit feedback, on the agency's programs/projects.

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 collection methods; employing agency policies, rules, and procedures pertinent to the collection and analysis of statistical data; State and federal laws, policies, and standards governing the programs/projects of the employing agency; the functions of public jurisdictions, business firms, or private organizations effected by the employing agency's mission; the kinds and sources of statistical data pertinent to the employing agency's programs/projects and activities; the demographic characteristics, such as economic, social, industrial, or occupational, of those affected or served by the employing agency; manual and automated methods and protocols for data collection, processing and analysis including personal computers, mainframe terminals, and packaged applications software.

Ability to: communicate in person, by telephone, email, and correspondence, with others to exchange factual information and research analyses, findings, and conclusions; construct tabular and illustrative material such as tables and charts; calculate probabilities; use the capabilities and features of programmable calculators, computers and associated applications software such as word processing, spreadsheets, and databases; set personal and work group priorities and work schedules; interpret and apply State and federal laws and standards, and employing agency rules, policies, and procedures; understand and apply technical narrative material including manuals, handbooks, instructional memoranda, and computer printouts; summarize program/project and administrative data into technical reports; apply statistical methods and techniques to the analysis and interpretation of data; implement statistical studies or evaluation surveys within organizational constraints and available 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, inferential/inductive statistical analysis, or other related field of quantitative analysis; OR Experience applying statistical methods and techniques to program, project, administrative, or demographic data can be substituted for the required education on a year for year basis.

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).