

RESEARCH & STATISTICS

Broad Occupational Category - 13

DUTIES AND RESPONSIBILITIES

- *Organizes statistical and research findings into tables, graphs, charts, and dashboards.*
- *Validates data to ensure reliability and accuracy.*
- *Collects and compiles statistical, programmatic, demographic, or economic data.*
- *Interprets relationships, trends, and correlations in data.*
- *Designs data presentations and graphic summaries for reports and briefings.*
- *Reviews, classifies, and codes data for analysis.*
- *Prepares periodic reports, bulletins, forecasts, and technical summaries.*
- *Maintains accurate documentation of methods and analyses.*
- *Presents findings to administrators, stakeholders, the public, and regulatory agencies.*
- *Compiles administrative, programmatic, and financial data for analysis.*
- *Maintains and updates databases for ongoing research projects.*
- *Uses statistical software (e.g., SPSS, SAS, R) for data analysis.*
- *Summarizes complex data into technical findings and recommendations.*
- *14. Recommends policy, procedural, or operational changes based on findings. (40%)*
- *Provides technical guidance on research methodology.*

NEBRASKA

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COMPETENCIES

- **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Decision Quality** - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Time Management** - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Functional/Technical Skills** - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Creativity** - Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- **Planning** - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

- **Presentation Skills** - Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group processes during the presentation; can change tactics midstream when something isn't working.
- **Priority Setting** - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- **Dealing With Ambiguity** - Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Informing** - Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- **Process Management** - Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
- **Strategic Agility** - Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

SMART Goal Prompting Questions

Organizes statistical and research findings into tables, graphs, charts, and dashboards

- What actions could you take to improve the clarity, accuracy, and usefulness of statistical tables, graphs, charts, and dashboards?
- How will you measure success, such as reduced reporting errors, faster production times, or improved stakeholder understanding?
- What visualization tools, templates, design standards, or quality-control processes could strengthen data presentations?
- How do clear data visualizations support informed decision-making and effective communication?
- By what date or reporting cycle will you aim to improve your data visualization practices?

Validates data to ensure reliability and accuracy

- What strategies could you use to strengthen data validation and identify errors before analysis or reporting?
- How will you measure success, such as fewer data errors, increased validation coverage, or fewer corrections after reports are released?
- What validation rules, automated checks, sampling methods, or quality-control procedures could improve data reliability?
- How does accurate data validation support credible research, reporting, and decision-making?
- By what date or analysis cycle will you aim to improve data-validation practices?

Collects and compiles statistical, programmatic, demographic, or economic data

- What actions could you take to improve the completeness, accuracy, and efficiency of collecting and compiling data?
- How will you measure success, such as reduced collection time, fewer missing values, or improved data completeness?
- What data sources, collection procedures, automated tools, or standardized templates could strengthen the process?
- How does reliable data collection support meaningful analysis and sound organizational decisions?
- By what date or reporting cycle will you aim to improve data collection and compilation practices?

Interprets relationships, trends, and correlations in data

- What steps could you take to strengthen your ability to identify and interpret meaningful trends, relationships, and correlations?
- How will you measure success, such as improved analytical accuracy, stronger findings, or more actionable recommendations?
- What statistical methods, analytical tools, training, or peer-review processes could strengthen your analysis?
- How does effective interpretation of data support evidence-based planning and decision-making?
- By what date or research cycle will you aim to improve your analytical practices?

Designs data presentations and graphic summaries for reports and briefings

- What actions could you take to make data presentations and graphic summaries more understandable and effective?
- How will you measure success, such as improved stakeholder feedback, reduced clarification requests, or increased use of the information in decision-making?
- What visualization techniques, templates, design standards, or presentation tools could improve your work?
- How do effective graphic summaries help stakeholders understand complex information and make informed decisions?
- By what date or reporting cycle will you aim to improve your data presentation practices?

Reviews, classifies, and codes data for analysis

- What strategies could you use to improve the accuracy and consistency of reviewing, classifying, and coding data?
- How will you measure success, such as fewer coding errors, improved consistency, or reduced time required for data preparation?
- What coding standards, validation procedures, documentation, or automated tools could strengthen the process?
- How does accurate data classification and coding improve the reliability of subsequent analysis?
- By what date or analysis cycle will you aim to improve data preparation practices?

Prepares periodic reports, bulletins, forecasts, and technical summaries

- What steps could you take to improve the accuracy, timeliness, and usefulness of recurring reports and technical summaries?

- How will you measure success, such as fewer revisions, improved turnaround times, or increased stakeholder satisfaction?
- What reporting templates, automated processes, forecasting tools, or quality-control procedures could improve your work?
- How do reliable reports and forecasts support organizational planning and decision-making?
- By what date or reporting cycle will you aim to improve reporting practices?

Maintains accurate documentation of methods and analyses

- What actions could you take to improve the consistency and completeness of documenting research methods, assumptions, and analytical processes?
- How will you measure success, such as improved documentation completeness, easier replication of analyses, or fewer questions about methodology?
- What documentation standards, templates, version-control practices, or review procedures could strengthen analytical records?
- How does thorough methodological documentation support transparency, continuity, and confidence in research findings?
- By what date or research cycle will you aim to improve analytical documentation practices?

Presents findings to administrators, stakeholders, the public, and regulatory agencies

- What strategies could you use to improve how you communicate statistical and research findings to different audiences?
- How will you measure success, such as improved audience understanding, stronger stakeholder feedback, or increased use of findings?
- What presentation techniques, briefing materials, visualization methods, or audience-specific communication strategies could strengthen your effectiveness?
- How does clear communication of research findings support transparency and informed decision-making?
- By what date or presentation cycle will you aim to improve your communication of findings?

Compiles administrative, programmatic, and financial data for analysis

- What steps could you take to improve the accuracy, consistency, and efficiency of compiling data from multiple administrative sources?
- How will you measure success, such as reduced compilation time, fewer discrepancies, or improved completeness of datasets?

- What standardized data sources, extraction processes, reconciliation procedures, or automation could strengthen the work?
- How does accurate compilation of administrative and financial information support meaningful program analysis?
- By what date or reporting cycle will you aim to improve data compilation practices?

Maintains and updates databases for ongoing research projects

- What actions could you take to improve the accuracy, organization, and ongoing maintenance of research databases?
- How will you measure success, such as fewer data errors, improved data availability, or reduced database maintenance time?
- What database standards, validation processes, documentation, or maintenance schedules could strengthen data management?
- How does reliable database maintenance support continuity and accuracy in long-term research projects?
- By what date or project milestone will you aim to improve database management practices?

Uses statistical software (e.g., SPSS, SAS, R) for data analysis

- What steps could you take to strengthen your proficiency and effectiveness in using statistical analysis software?
- How will you measure success, such as completing analyses more efficiently, expanding analytical capabilities, or reducing manual errors?
- What training, advanced features, programming techniques, or professional resources could improve your skills?
- How does effective use of statistical software improve analytical efficiency, accuracy, and reproducibility?
- By what date or professional development cycle will you aim to strengthen your statistical software skills?

Summarizes complex data into technical findings and recommendations

- What strategies could you use to translate complex statistical information into clear, useful findings and recommendations?
- How will you measure success, such as improved decision-maker understanding, stronger recommendations, or increased adoption of findings?
- What analytical frameworks, writing techniques, visualization methods, or peer-review processes could strengthen your summaries?
- How does effectively translating complex data support informed policy and operational decisions?

- By what date or reporting cycle will you aim to improve your ability to communicate technical findings?

Recommends policy, procedural, or operational changes based on findings

- What actions could you take to better translate research findings into practical policy, procedural, or operational recommendations?
- How will you measure success, such as adoption of recommendations, measurable improvements in outcomes, or increased use of data in decision-making?
- What evaluation methods, stakeholder engagement, benchmarking, or impact analysis could strengthen your recommendations?
- How does evidence-based recommendation development support continuous improvement and effective public service?
- By what date or evaluation cycle will you aim to improve your process for developing data-driven recommendations?

Provides technical guidance on research methodology

- What steps could you take to strengthen your ability to provide sound guidance on research methods and analytical approaches?
- How will you measure success, such as improved research quality, fewer methodological issues, or increased confidence from colleagues and stakeholders?
- What professional development, methodological resources, peer consultation, or research standards could strengthen your expertise?
- How does strong methodological guidance improve the validity, reliability, and usefulness of agency research?
- By what date or professional development cycle will you aim to strengthen your research-methodology expertise?