

**STATISTICAL OCCUPATIONAL GROUP [254]****STATISTICIAN****Duties and Responsibilities**

This class of positions encompasses the performance of professional statistical analysis in accordance with defined methods and procedures. Utilizes computers in the performance of these duties. All personnel perform related work and, in the absence immediate supervisor, may perform duties of that position. There are three Assignment Levels within this class of positions based upon the level of responsibility required.

**Assignment Level I**

Under supervision, performs professional statistical analysis of more than ordinary difficulty and responsibility in accordance with well-defined methods, procedures and instructions.

**Examples of Typical Tasks**

Performs statistical analyses by compiling statistical data using standard professional procedures and techniques.

Abstracts, codes, and edits routine data for use in statistical analyses.

Performs calculations requiring knowledge of statistical theory, conducts research, prepares tables graphs, charts and textual material.

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STATISTICIAN (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Conducts tests of reliability and significance, multiple and partial correlations and sampling analyses.

Plans, organizes and directs statistical inquiries.

Subject to central technical supervision which establishes projects to be completed and general statistical methods to be used, is responsible for the statistical work of an operating bureau.

Prepares and interprets instructions for gathering and recording statistical data.

Collects, classifies, evaluates and tabulates data.

Prepares quantitative summaries for use in periodic routine reports.

Uses statistical methods to forecast work loads or to prepare revenue and expense estimates.

Assignment Level II (See Special Note under Qualification Requirements)

Under direction, in addition to performing the duties of Assignment Level I, is responsible for a statistical program of moderate size and complexity, or for a large part of the technical statistical work of an agency having a large and highly complex statistical program, or performs very complex statistical duties.

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STATISTICIAN (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Supervises the work of subordinate statistical and clerical personnel.

Performs very complex statistical duties; plans and develops procedures for major statistical studies.

Directs the handling of statistical data, writing of procedures, preparation of forms, supervision of tabulations and analysis of results.

Devises and approves questionnaires and other forms for the collection of statistical data.

Prepares comprehensive reports presenting and interpreting statistical information for administrative use and for the information of the public.

Acts as a statistical advisor to high-level agency officials.

Suggests and implements improvements in the statistical methods used by administrators to control agency operations.

Evaluates agency reporting procedures for statistical adequacy.

Resolves complex statistical problems referred by subordinates.

**STATISTICAL OCCUPATIONAL GROUP [254]****STATISTICIAN** (continued)**Assignment Level III** (See Special Note under Qualification Requirements)

Under general direction, in addition to performing the duties of Assignment Level II, has responsibility for program evaluation, statistical operations and research studies.

**Examples of Typical Tasks**

Plans, organizes and directs evaluative research studies in several statistical areas. Formulates methodology, coordinates study activities and directs the preparation of reports interpreting findings. Supervises subordinate personnel.

Directs major statistical studies and coordinates the work of subordinate statistical and other personnel at various levels. Plans statistical problems to be investigated and work methods and statistical techniques to be utilized.

Analyzes and interprets the results of research in relation to overall policy.

Prepares reports for public information, administration, and technical programs.

**Qualification Requirements**

A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in one or more of the course areas of statistics, mathematics, computer science/information technology, and operations research, 12 semester credits of which must have been in statistics; and one of the following:

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STATISTICIAN (continued)

Qualification Requirements (continued)

- (a) one year of satisfactory full-time experience in one or more of the fields of statistical or mathematical analysis, information technology, and/or operations research; or
- (b) a master's degree from an accredited college in statistics, mathematics, computer science/information technology, operations research or closely related field.

Special Note

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one additional year of full-time professional statistical analysis experience.

To be eligible for placement in Assignment Level III individuals must have, in addition to meeting the minimum requirements, at least two additional years of full-time professional statistical analysis experience.

Direct Lines of Promotion

From: None.

To: None.