

JOB TITLE: STATISTICIAN 1
JOB CODE: 05671

SERIES NATURE OF WORK: The Statistician job series describes work in the collection and statistical analysis of quantified data.

DEFINITION: This is entry-level professional statistical work in the collection, analysis, summarization, and presentation of quantified data and statistics.

An employee in this job produces routine statistical reports or participates in statistical projects. The production of statistical reports involves collecting and organizing data according to established guidelines; evaluating data accuracy, relevance, and reliability; performing data correction; applying logical inference and standardized mathematical and statistical methods to classify and analyze data; and preparing recurring statistical reports or products to comply with government reporting requirements or provide meaningful information for data users. Participating in statistical projects involves providing input on the development of project or study plans, data needs, and statistical methods to be used; applying logical inference and mathematical and statistical methods to analyze data; and preparing portions of reports used for agency decision making. Employees may independently perform projects with limited scope and impact by following established project plans to collect specified data, applying logical inference and prescribed mathematical and statistical methods to analyze data, and drafting reports of findings. Work may involve fulfilling routine data requests and recommending improvements to data collection and processing methods. Recurring work is performed based on established guidelines and is reviewed by the supervisor or a higher level statistician upon completion for accuracy and adherence to guidelines, while new work is performed with ongoing guidance or detailed instructions and is reviewed in process and upon completion.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classified to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):

- Collects data according to report or study schedules to ensure deadlines are met.
- Explains collection procedures and data requirements to reporting entities and provides assistance with submitting data.
- Validates reported data and resolves differences and inconsistencies resulting from survey and data collection processes.
- Analyzes data to identify and explain trends and anomalies.
- Calculates estimates and trend projections using mathematical and statistical methods.
- Creates and evaluates tables, charts, and graphs and prepares written summaries explaining their meaning.
- Extracts data from enterprise systems to create reports and draw statistical samples.
- Utilizes statistical, spreadsheet, and relational database software to manipulate, analyze, and summarize data and create reports.

- Maintains databases used for statistical analyses.
- Gathers data and produces descriptive reports or statistical products in response to routine customer data requests.
- Provides assistance to customers in understanding and using data.
- Analyzes data using various statistical methods such as frequency distributions, least squares, and correlation and regression analyses.
- Prepares portions of narrative reports to explain data collected and analyzed as part of studies, projects, or surveys.
- Provides direction and guidance to statistical assistants and clerical employees.
- Performs related work as required.

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices utilized in the collection, editing, analysis, summarization, and presentation of quantified data and statistics.
- Knowledge of statistical software programs and their application.
- Knowledge of the use and functionality of standard computer software including spreadsheet and database programs.
- Ability to effectively present findings and conclusions in tabular, graphic, and narrative form.
- Ability to read, interpret, and analyze numerical information.
- Ability to communicate effectively in writing.
- Ability to communicate effectively orally.
- Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING: (NOTE: Based on the Entry Level Knowledges, Skills, and Abilities):

- A bachelor's degree that includes or is supplemented by 15 college credits in statistics or courses emphasizing the application of statistical methods;

or

- An equivalent combination of experience and training.