

JOB TITLE: STATISTICIAN SUPERVISOR 1  
JOB CODE: 05675

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

**DEFINITION:** This is supervisory work in the collection, analysis, summarization, interpretation, and presentation of quantified data and statistics.

An employee in this job supervises Statisticians 1 and/or 2 involved in producing statistical reports and products or conducting statistical projects, studies, or surveys in order to comply with government reporting requirements, to provide meaningful information to the public, or to support agency decision making. Work involves overseeing data collection, analysis, summarization, and interpretation to ensure all relevant data is obtained; appropriate mathematical and statistical methods are used; and final statistical reports and products are accurate, present data or information in the appropriate format, and meet reporting requirements or information needs. Work also involves meeting with program staff and other customers to explain findings, analyzing agency reporting and information requirements and determining how to meet them with available staff and resources, and evaluating and recommending the use of new technologies and procedures to accomplish work. Work may involve designing and planning statistical studies, projects, or surveys. Work is performed independently and is reviewed for effectiveness, accomplishments, and timeliness.

**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.):

- Supervises professional, technical, and clerical staff involved in the collection, organization, classification, analysis, interpretation, presentation, and dissemination of quantified data and statistics.
- Supervises the preparation of written summaries, interpretative analyses, and publications to fulfill government reporting requirements and information needs of agency staff or other customers.
- Reviews, edits, and approves drafts of statistical reports and publications for accuracy, clarity, conciseness, appropriateness, and conformance to standards.
- Ensures the timely submittal of mandated and/or contractual survey deliverables to the federal government.
- Coordinates the use of resources needed for the collection, organization, interpretation, and presentation of quantified data.
- Develops procedures necessary to ensure quality and consistency in data collection, organization, analysis, reporting, presentation, and dissemination.
- Oversees the design of forms and questionnaires.
- Identifies data-related information technology needs and recommends improvements in systems and hardware.

- Oversees and provides guidance in the development and maintenance of databases used to store, retrieve, link, and manipulate data.
- Supervises the development of definitions of terms and codes to ensure conformity in measurements used in data collection and classification.
- Supervises the preparation of statistical estimates, projections, and forecasts.
- Meets with program, agency, and federal officials, and the public to present and explain report findings and advise on appropriate utilization of data.
- Participates in the preparation of cost estimates relating to proposed and actual program changes.
- Employees in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.
- Performs the full range of supervisory duties.
- 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 application of computerized data processing to perform the collection, organization, classification, processing, and presentation of quantified data.
- Knowledge of the use and functionality of standard computer software including spreadsheet and database programs.
- Knowledge of coding practices for the classification of data.
- Ability to effectively present findings and conclusions in tabular, graphic, and narrative form.
- Ability to read, interpret, and analyze numerical information.
- Ability to read and interpret policies and legislation.
- Ability to communicate effectively in writing.
- Ability to communicate effectively orally.
- Ability to establish and maintain effective working relationships.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES: (NOTE: These are expected of an employee performing the work of this job at the full performance level. These are not

evaluated by the State Civil Service Commission or used for Civil Service examination purposes and are not position-specific performance standards.):

- Knowledge of the principles and practices of effective supervision.
- Ability to communicate with customers, interpret their needs, and develop solutions to meet their needs.
- Ability to develop written materials that accurately and clearly convey statistical information and findings that can be understood by a variety of audiences.

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

- One year as a Statistician 2;  

or
- Two years of professional experience in the collection, compilation, editing, and statistical analysis of quantified data and a bachelor's degree;  

or
- An equivalent combination of experience and training.