

JOB TITLE: STATISTICIAN MANAGER  
JOB CODE: 05685

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

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

An employee in this job manages, through subordinate supervisors, the production of statistical reports and products and/or the conduct of statistical projects, studies, or surveys in order to comply with government reporting requirements, to provide meaningful information to customers, or to support agency decision making. Work involves planning, organizing, and directing the collection, analysis, interpretation, and presentation of quantified data involving agency operations and program activities; ensuring that data presentations clearly and effectively describe agency activities and comply with governmental reporting requirements and information needs; ensuring optimum use of staff resources; and developing strategies to meet agency or program reporting requirements. Work also involves meeting with program managers to develop reporting parameters and explaining report findings to various governmental officials and the public. Work is reviewed for effectiveness of staff utilization, impact of reports on agency operations, and adherence to agency information policies.

**DISTINGUISHING CHARACTERISTICS:**

- Work is differentiated from the Statistician Supervisor 1 and 2 jobs by the responsibility for supervising Statistician Supervisors 1.

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.):

- Manages professional, technical, and clerical staff involved in the collection, organization, classification, analysis, interpretation, presentation, and dissemination of quantified data and statistics.
- Directs the preparation of written summaries, interpretative analyses, and publications to fulfill government reporting requirements and information needs of agency staff or other customers.
- Evaluates reports and publications for adherence to established requirements and effectiveness in providing information and guidance to program staff and the public.
- Resolves problems related to the submittal of mandated and/or contractual survey deliverables.
- Determines the allocation of resources for the collection, organization, interpretation, and presentation of quantified data.
- Determines the need for and directs the establishment of procedures and instructions necessary to ensure quality and consistency in data collection, organization, analysis, reporting, presentation, and dissemination.

- Directs the development and maintenance of databases used to store, retrieve, link, and manipulate data.
- Meets with high level agency and federal officials to present and explain report findings and advise on appropriate utilization of data.
- Recommends, develops, and implements data policies and quality standards.
- Confers with public and private industry representatives to keep abreast of new developments, secure cooperation in the collection of data, and determine the need for and scope of projects and special studies.
- Prepares cost estimates for 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 statistical data.
- 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 computer software including spreadsheet and database programs.
- Knowledge of coding practices for the classification of data.
- Knowledge of the principles and practices of effective supervision.
- 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.):

- 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 Supervisor 1;  
or
- Three years of professional experience in the collection, compilation, editing, and statistical analysis of quantified data including or supplemented by one year of supervisory experience, and a bachelor's degree;  
or
- An equivalent combination of experience and training that includes one year of supervisory experience.