



Career Service Authority  
Associate Statistical Researcher

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### GENERAL STATEMENT OF CLASS DUTIES

Conducts statistical analyses of data from operations, finance and budgets, personnel and/or health and safety areas.

### DISTINGUISHING CHARACTERISTICS

*Associate Statistical Researcher* is distinguished from the *Senior Statistical Researcher* class by its performance level. *Associate Statistical Researcher* describes standard or intermediate level professional work conducting statistical analysis and research. *Senior Statistical Researcher* describes full performance level professional work conducting statistical analysis and research.

This class is further distinguished by the following factors:

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, may perform limited project or operational leadwork.

**ESSENTIAL DUTIES**

Gathers historical data and performs a variety of statistical analyses to assist management in evaluating operations and performance.

Creates databases, assists with implementation of research methodologies and calculations of mathematical functions and generates statistical analyses.

Interprets findings for trends, patterns and projections and prepares reports which include designing charts, graphs, plots and maps.

Utilizes a variety of software to obtain statistical outputs for analyses of the organization's operations and other studies.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions.

Assists in coordinating and checking the work of other employees for assigned projects.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback or other opportunities for self-learning and development.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Mathematical Reasoning** - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Technology Application** - Uses machines, tools or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

**Memory** - Recalls information that has been presented previously.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Knowledge of research methods and techniques sufficient to be able to determine and devise appropriate data survey and collection instruments, data interpretation procedures and analytical methodologies to be utilized.

Knowledge of descriptive and inferential statistics sufficient to be able to analyze data and prepare charts and graphs.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in exercising initiative, judgment and decision making in solving problems and meeting organizational objectives.

Skill in using computers and a variety of software to perform statistical analysis.

Skill in writing, expressing ideas and facts clearly and utilizing proper grammatical form.

Skill in developing and implementing policies and procedures relative to the work assignment.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision: ability to see clearly at 20 inches or less; ability to adjust vision to bring objects into focus; ability to distinguish and identify different colors.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object 10 -25 pounds.

### ***Working Environment:***

Subject to many interruptions.

**Education Requirement:**

Baccalaureate degree in statistics, computer science or disciplines which include application of statistical analysis and research.

**Experience Requirement:**

One year of experience in a technical support function performing a variety of statistical analyses and research which included the use of automated applications.

**Education/Experience Equivalency:**

A master's degree in the prescribed major fields may be substituted for the related baccalaureate degree or the required experience. A baccalaureate degree in any major field may be substituted for two years of the required education in a prescribed major field. Appropriate experience in addition to the required experience may be substituted for the required education on the basis of one year of experience for one year of education.

**Licensure and/or Certification:**

None.

**CLASS DETAIL**

**FLSA CODE:** Non-exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** 04/16/2003

**REVISED BY:** Paul Wiberg

**CLASS HISTORY** Class title change (from Statistical Researcher) and class specification converted to a new format in 10/02.