

## STATISTICIAN I

NATURE OF WORK IN THIS CLASS:

This is technical work in the collection, organization, summarization and statistical analysis of data.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Conducts a limited number of new and/or recurring statistical projects or assigned phases of special studies involving the collection, classification, verification, logical interpretation, and summarization of economic and other data concerning the department's programs, operations or characteristics.

Plans methods to collect information and develops questionnaire techniques according to survey design.

Evaluates reliability of source information, adjusts and weighs raw data and organizes and summarizes results into tabular forms or other methods.

Calculates, estimates and trend projections through the application of elementary mathematical or statistical methods.

Defines and recommends definitions of terms and codes to ensure uniformity in measurements and reporting in data collection and organization.

Applies statistical sampling techniques to be used to determine confidence limits.

Participates in the design of forms and questionnaires and in the application and utilization of automatic data processing equipment for data reporting, organization or analytical purposes.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of statistical methodology.

Ability to apply logic to the interpretation and summarization of data.

Ability to effectively present findings and conclusions in tabular, graphic or narrative form.

Ability to make decisions in accordance with appropriate program guidelines.

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Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

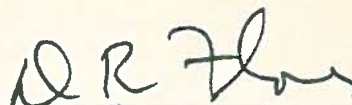
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Two years of experience in performing work requiring the application of statistical techniques and successful completion of 15 semester hours in statistics, mathematics, economics or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: ~~A~~JULY 11 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission