

## STATISTICIAN II

NATURE OF WORK IN THIS CLASS:

This is technical and supervisory 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.)

Supervises and participates in the conduct of recurring projects and special studies involving the collection, classification, verification, logical interpretation and summarization of economic and other data concerning the department's programs, operations or characteristics.

Confers with operating officials regarding information to be gathered, devises collection methods and procedures, and prepares revision in methods as needed; supervises mathematical analysis of data.

Supervises the comparison of estimates and projections with data actually reported and the conduct of investigation to evaluate and verify or adjust a typical data.

Writes reports describing sources of data and limitation on data reliability or usability by management, professionals and others; evaluates reports and publications produced by subordinates for adherence to prescribed reporting requirements and for effectiveness in providing information and guidance.

Designs samples, determines confidence limits, and applies and supervises the application of sampling techniques to specific projects or studies; compares estimates and projections with data actually reported.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the application of statistical and mathematical theories and methods to the sampling, collection, analysis, interpretation, and presentation of data and statistics.

Ability to supervise the work of others.

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

Ability to interpret and express meaningful relationships, estimates, projections and analyses in proper statistical or mathematical terms, formulas and symbols and in narrative, tabular and graphic 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.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three 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: JULY 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission