

RESEARCH AND STATISTICS ANALYST II

NATURE OF WORK IN THIS CLASS:

This is complex professional and supervisory work in preparing surveys for statistical analyses and conducting labor force surveys.

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 conducting research projects, surveys and statistical analyses.

Plans and defines the limits of studies and advises in the development of data-collection methods; confers with departmental officials to determine data needed for operating purposes; supervises the development of tabulation procedures, statistical treatment of data, and the preparation of reports for publications; reviews reports prepared by subordinates.

Prepares extensive analyses of both statistical and non-mathematical data regarding the problems in the fields of employment and labor relations.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and procedures used in statistical research.

Knowledge of the techniques of treatment of data involving simple correlation methods, time series analyses, analyses of frequency series, sampling methods and compilation of index numbers.

Ability to supervise the work of others.

Ability to make decision in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare research and statistical reports.

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MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in statistical research, and graduation from a recognized college or university with a Bachelor's degree in statistics, mathematics, economics, or closely related field; or
- b) Any equivalent combination of experience and training beyond a Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission