

**CLASSIFICATION:** STATISTICIAN II

**Class Code:** 8462-19

**Date Established:** 07-01-50

**Occupational Code:** 7-1-4

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To analyze and present statistical data and to assist in the planning and development of statistical projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Plans and supervises staff operations involved in the collection, tabulating, editing, and analysis of statistical data.
- Conducts research studies for the development of fiscal or legislative recommendations.
- Compiles statistical data and develops statistical projects and supporting material for use by appointing authority for overall planning of agency operations.
- Assists in the planning and development of statistical projects for use in monitoring operations, including using a computer to analyze calculations and trends.
- Coordinates data processing activities for statistical research projects, including creating data bases, selecting appropriate software for study purposes, and applying software, managing quality control activities to insure validity of data.
- Develops statistical charts, graphs and other visual material for public presentation.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions under good conditions in a safe working environment.

**Physical Demands:** Requires sedentary work, including continuous sitting or occasional standing and walking.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

## STATISTICIAN II

Page 2

**Complexity:** Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in statistics, economics or mathematics including at least six credit hours in statistical theory. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience involving the collection and analysis of statistical data and the preparation of statistical reports. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of mathematical and statistical methods. Extensive knowledge of research techniques and of sources of statistical information. Extensive knowledge of the media and use of graphic presentation. Working knowledge of electronic data processing and office equipment used in performing statistical operations. Ability to plan and outline statistical procedures used in compilation of data. Ability to analyze and interpret statistical data and to present analyses and conclusions with clarity and precision in written and graphic form. Ability to supervise a group of employees in statistical and clerical duties. Ability to establish and maintain harmonious working relationships with state officials, fellow employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.