STATISTICAL RESEARCH ASSISTANT III

DESCRIPTION OF WORK:

This is supervisory research work in planning, coordinating, and directing a variety of program data studies, analyses, and reporting activities.
An employee in this class plans, directs, and reviews the work of subordinate statistical research assistants and clerical personnel engaged in the execution of varied statistical reports. Work may include related program administrative responsibilities, such as budgets and personnel. Work is performed under the general direction of a higher level statistician or program official and is evaluated through review of proposals and completed reports for adequacy of coverage, soundness of conclusions, and effectiveness of presentation.

EXAMPLES OF DUTIES PERFORMED:

Advises and instructs assistants in the interpretation of State and federal regulations, the development of forms and questionnaires, the application of sampling and other statistical techniques, the evaluation of results, and the preparation of reports.
Develops objectives and schedules for the program or project; plans, coordinates, and supervises the work of technical and clerical assistants.
Prepares instructions for gathering, storing, and retrieving statistical data from computer systems.
Studies raw data and draws conclusions; prepares written reports, charts, tables and graphs to present the findings.
Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Considerable knowledge of statistical research and program management standards.
Considerable knowledge of statistical principles and techniques and their application.
Some knowledge of the use and capabilities of manual and electronic data processing systems in gathering, storing, retrieving, and analyzing data, if applicable.
Ability to communicate effectively in oral and written form and to supervise the work of others.

Minimum Education and Experience

Graduation from a four-year college or university, preferably including a basic course in statistical methods, and one of statistical or related experience involving reports and data compilation; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.