

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Statistician

SERIES NUMBER

6691

MAJOR AGENCIES

All Agencies

EFFECTIVE

12/30/2012

SERIES PURPOSE

The purpose of the statistician occupation is to research, compile, gather & compute statistics.

At the first level, incumbents gather raw data from reports, computer printouts & claims.

At the second level, incumbents serve as lead workers (i.e., provide work direction & training) over lower-level statisticians & statistics clerks.

At the third level, incumbents supervise lower-level statisticians & statistic clerks or other assigned staff.

JOB TITLE

Statistician 1

JOB CODE

66911

PAY GRADE

29

EFFECTIVE

03/07/2004

CLASS CONCEPT

The developmental level class works under general supervision & requires working knowledge of statistics in order to gather raw data from reports, computer print outs & claims & prepare reports, tables & charts presenting statistical information.

JOB TITLE

Statistician 2

JOB CODE

66912

PAY GRADE

30

EFFECTIVE

03/07/2004

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of statistics in order to act as lead worker (i.e., provide work direction & training) over lower-level statisticians & statistics clerks.

JOB TITLE

Statistician Supervisor 1

JOB CODE

66915

PAY GRADE

12

EFFECTIVE

12/30/2012

CLASS CONCEPT

The first supervisory level class works under general direction & requires thorough knowledge of statistics in order to supervise lower-level statisticians & statistic clerks or other assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Statistician 1	66911	14	03/07/2004	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Gathers raw data from reports, computer printouts & claims, sorts &/or codes data into designated categories, analyzes & computes basic statistics (i.e., averages, percentages, percent distributions &/or percent changes), performs arithmetic operations (i.e., addition, subtraction, multiplication & division) & prepares reports, tables & charts presenting statistical information.

Researches & analyzes programs, procedures & systems to determine efficiency, accuracy & necessary corrections; corrects & validates data by writing correspondence & making telephone calls.

Develops forms & procedures for collection of statistical data, applies mathematical formulas (i.e., generally not involving functions such as exponents & roots), computes interpolations & makes corrections for unreliable & missing data.

MAJOR WORKER CHARACTERISTICS

Knowledge of statistics. Skill in operating computer*. Ability to understand system of statistical procedures; write routine correspondence; gather, collate & classify information according to established method; work alone on most projects; deal with problems involving several variables within familiar context; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in statistics.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Statistician 2	66912	14	03/07/2004	30

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., provides work direction & training) over lower-level statisticians &/or statistics clerks & computes advanced statistics (i.e., computes estimates or checks accuracy of computer-generated estimates by applying estimating formulas based on survey samples; evaluates quality of survey samples & estimates using sampling theory & formulas; conducts multiple regression analysis to include selecting variables & evaluation of results &/or conducts seasonal adjustment using autoregressive integrated moving averages).

Evaluates reliability, validity & timeliness of statistical reports, develops new sampling techniques & record keeping procedures, designs new forms & tables to improve quality & usefulness of statistical analysis & coordinates data analysis with other divisions.

Writes correspondence & reports to present statistical information & to respond to inquiries from supervisor, other divisions & general public; computes basic & moderately complex statistics as necessary in absence of lower-level statisticians or as needed.

MAJOR WORKER CHARACTERISTICS

Knowledge of employee training & development*; statistics. Skill in use of computer*. Ability to interpret technical material in books & manuals; deal with problems involving several variables within familiar context; write routine reports & correspondence; act as lead worker of work unit; use research methods in gathering data.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate major core program in statistics; 6 mos exp. in statistical analysis or as statistician.

-Or 6 mos. exp. as Statistician 1, 66911.

-Or completion of graduate core program in statistics.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Statistician Supervisor 1	66915	EX	12/30/2012	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level statisticians & statistics clerks or other assigned staff.

Develops programs for statistical collection & analysis (e.g., determines appropriate sampling methodologies; oversees & participates in development of forms; oversees & participates in choosing analytical approaches).

Performs related administrative duties (e.g., provides technical assistance to government officials, general public & media representatives; attends & participates in meetings & conferences).

Reviews & does complex analysis of statistical data; interprets complex analytical approaches for statistical staff; assists lower-level statisticians with more difficult computations.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory principles/techniques*; employee training & development; statistics. Skill in operation of computer*. Ability to interpret extensive variety of technical material in books, journals & manuals; gather, collate & classify information about data, people or things; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in statistics; 12 mos. exp. as statistician using multiple regression to include selecting variables & evaluation of results &/or autoregressive integrated moving averages; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or 6 mos. exp. as Statistician 2, 66912.

-Or completion of graduate core program in statistics; 6 mos. exp. as statistician using multiple regression to include selecting variables & evaluation of results &/or autoregressive integrated moving averages; 6 mos. trg. or 6 mos. exp. in employee training & development.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.