

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00400	Pay Grade:	9
JD Title:	Statistical Analyst (I)	JD FTE Hours:	35
Job Family:	Data Management		

General Description

Responsible for the application of routine and moderately complex statistical and technical skills toward the collection, analysis, and translation of statistical data for a variety of research projects. Conducts statistical research and analysis and compiles and interprets statistical records and reports for a variety of research projects. Works under general supervision and uses discretion to resolve various problems and inquiries. Specific instruction is usually given and work is reviewed at frequent milestones.

Representative Duties & Responsibilities

- Apply established statistical methods and techniques to analyze and interpret data.
- Identify the appropriate method of statistical analysis and apply statistical techniques to interpret data.
- Compile and analyze data and interpret trends, fluctuations, and other changes that may emerge.
- Develop forms and procedures required for the collection and compilation of data.
- Devise and implement administrative procedures for the collection of data.
- Oversee the design and maintenance of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.
- Design database specifications and modify existing software packages to meet specific research project needs.
- Document new designs, codes, and modifications.
- Develop test cases and test system upgrades and enhancements.
- Write sections of scientific papers, funding proposals, grants, and abstracts.
- Identify and resolve database and software problems.
- Conduct data audits, compile results, analyze and summarize audit findings.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- Provide advice regarding data collection and analysis required for research projects.
- Recommend modifications to processes related to data collection and data entry conventions and develop implementation plans.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Research pertinent literature in a designed project area and analyze the applicability of the concepts.
- Review case report forms, determine possible protocol deviations, discrepant data, and inconsistent reporting.
- Facilitate meetings and prepare recommendations on statistical and reporting strategies.
- Exchange information with colleagues and statistical experts.
- Explain statistical approaches to others who do not have the equivalent knowledge in statistical methods.
- Develop and deliver presentations and training sessions.
- Safeguard the confidentiality of study data.

Supervision

- Provide direction to others in how to carry out work tasks.

Qualifications

- Master's degree in Statistics or related field of study.
- Requires 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents and enter data into databases and spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Processing routine documents and inputting data into databases and spreadsheets.
- A typical work day consists of up to 3.5 hours of moderate mental effort for activities such as:
 - Identifying the appropriate method of statistical analysis and apply statistical techniques to interpret data.
 - Developing forms and procedures required for the collection and compilation of data.
 - Devising and implementing administrative procedures for the collection of data.
 - Overseeing the design and maintenance of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Analyzing data and interpreting trends, fluctuations, and other changes that may emerge.
 - Applying specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
 - Researching pertinent literature in a designed project area and analyzing the applicability of the concepts.
 - Facilitating meetings.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles multiple or simultaneous deadlines.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00400	Pay Grade:	9
JD Title:	Statistical Analyst (I)	Total Points:	580
Job Family:	Data Management		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	F2	119
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.5	80
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5