

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Statistical Assistant

Class Code: 10810

Pay Grade: GE

A. Purpose:

Provides statistical support functions to a program by organizing and conducting assigned surveys to gather data; and extracting, verifying, coding, and compiling relevant data elements from surveys and reporting forms to create or update databases of information pertinent to program services or activities.

B. Distinguishing Feature:

Statistical Assistants complete assigned surveys; and establish computer databases, charts, graphs, and other reports as assigned, choosing from established procedures.

Statisticians analyze and edit accumulated data by applying established statistical methods to identify problems or trends in reported statistics.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Conducts designated surveys to solicit data.
 - a. Modifies established codes, questionnaires, and other forms used to collect and classify statistical data.
 - b. Identifies questionable data elements and contacts survey participants for verification.
 - c. Uses coding manuals to classify and code data.
2. Compiles data and other information to be used by other staff in preparing reports and presentations.
 - a. Collects statistical data from computer printouts, questionnaires, and reports.
 - b. Applies established mathematical and statistical methods to compute percentages, averages, means, totals, and ratios.
 - c. Prepares assigned illustrative charts, graphs, tables, and diagrams.
 - d. Extracts requested data to complete forms.
 - e. Compiles data into appropriate format for users.
 - f. Disseminates statistical information, illustrative materials, computer printouts, and other reports to staff, other agencies, and the public.
3. Develops and modifies databases following established criteria to collect data and generate reports.
 - a. Modifies data-selection criteria, accesses databases, and generates reports in format appropriate for users.
 - b. Implements approved modifications to statistical record-keeping systems.
4. Performs other work as assigned.

D. Reporting Relationships:

The Statistical Assistant reports to a Senior Statistician or Statistical Program Manager. May provide work direction to clerical staff.

E. Challenges:

Challenged to identify questionable data elements on statistical reporting forms. This is challenging because the incumbent must be knowledgeable about the information source, recognize whether the data is skewed, and verify data validity. Another challenge is maintaining consistency in classifying data when the code interpretations are ambiguous.

Typical problems include delinquent or incomplete reports, recognizing the limits of allowable corrective measures, and work load variations.

F. Decision-making Authority:

Coordinates surveys, recommends changes to data-collection forms, determines if reporting sources' information is classifiable according to manuals and guidelines, and prioritizes daily work.

Decisions referred to higher authority include final approval of reports, whether to pursue survey participants or reporting sources who fail to respond, classification of unclear data, and work assignments.

G. Contact with Others:

Daily contact with other employees and agencies to exchange data and information and with reporting sources to obtain corrected or missing data.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- mathematics;
- appropriate data processing software;
- statistical codes and classifications;
- survey procedures.

Ability to:

- derive statistics such as percentages, ratios, and means;
- understand numerical relationships;
- verify and code data;
- prepare reports;
- communicate information clearly and concisely.