

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Statistical Program Specialist I

Class Code: 010822

Pay Grade: GI

A. Purpose:

Carries out data collection and analysis to provide accurate data on labor market conditions and trends using analytical, computerized and statistical methodology to fulfill Bureau of Labor Statistics program contracts and other Department of Labor statistical programs.

B. Distinguishing Feature:

Statistical Program Specialist I's organize, compile, edit, analyze, and study economic data on smaller surveys or statistical programs, and assist statistical program specialist II's on same with larger surveys and programs. Explain trends or changes in employment statistics.

Statistical Program Specialist II's oversee the total survey/statistical program process, from sample selection to analyzing and interpreting survey or other data results for an assigned program. In-depth analysis of data is conducted to explain statistics and to develop trend knowledge in any of several labor market program areas.

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. Screens survey data, detects and investigates errors and data fluctuations, and derives estimates for incomplete or missing information to ensure that data is valid and reflective of actual labor market conditions.
 - a. Reviews survey forms and other data submitted by employers, corrects errors, or contacts employers to obtain the correct information.
 - b. Screens data through a series of computer runs to search for discrepancies in survey data.
 - c. Corrects errors or makes estimates for incomplete or missing data.
2. Analyzes trend information, determines reason for fluctuations and assigns comment codes to Bureau of Labor Statistics reports to accurately represent changes in the labor market and economic conditions.
3. Assigns and verifies industry and occupational codes (such as North American Industry Classification System (NAICS) and Standard Occupational Classification (SOC) codes) to properly classify employers by industry and workers by occupation type, following Bureau of Labor and Statistics (BLS) criteria.
4. Responds to requests for information by determining intended use of data, retrieving information or statistics which will best meet the need, and providing results in a clear and concise manner to ensure information requests are processed accurately and expediently, and data provided meets the requestor's needs.
5. Participates on special project/assignment teams by collecting data and statistics in assigned areas to ensure the project is completed within required deadlines.

6. Performs other work as assigned.

D. Reporting Relationships:

Reports to an administrator. Typically does not supervise.

E. Challenges:

Challenged to collect and analyze valid survey data and to make accurate predictions on missing or inaccurate data.

Typical problems include identifying errors by examining survey forms, researching past documentation and contacting employers for additional information; uncooperative employers; requestors unsure of what information they are seeking; assigning comment codes to atypical situations; and meeting deadlines for required reports.

F. Decision-making Authority:

Decisions made include determining if survey or other information provided by employers is correct and valid, how to investigate errors, what information to provide to a requestor and where to find it, NAICS, SOC and comment codes to assign, and estimates for incomplete or missing data.

Decisions referred to a superior are approval of information gathered for a requestor, information requests outside area of expertise, when to contact an employer to verify or gather information, determining contract deliverables for programs and implementing technical changes in programs.

G. Contact with Others:

Daily contact with statistical program specialist II's and other staff for coordination of work on statistical programs; weekly contact with employers to clarify or obtain survey data; weekly contact with regional BLS program staff; and occasional contact with the public to answer requests for information.

H. Working Conditions:

Works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- economic theory and analysis;
- statistics and statistical research methodology;
- mathematics;
- computers and Microsoft software.

Ability to:

- work accurately with detailed data analysis;
- deal tactfully with others:

- communicate information clearly and concisely;
- use a computer and use Microsoft Word, Excel and Access software programs.