# CLASS SPECIFICATION

| TITLE | GRADE | EEO-4 | CODE |
|---|---|---|---|
| **STATISTICIAN II** | 31 | E | 7.745 |
| **STATISTICIAN I** | 28 | E | 7.747 |

## SERIES CONCEPT

Statisticians gather statistical and other data and perform routine analysis and computations; compile reports and prepare charts, graphs, maps and diagrams to display the data and analysis.

Gather statistical data by assisting in preparing, distributing and reviewing survey forms and questionnaires and/or contacting sources to obtain necessary information.

Compile, edit, compute and perform routine analysis of collected data such as verifying its consistency with previously submitted information or to determine if it falls within established statistical parameters.

Review survey results from other sources.

Create summary tables, charts graphs and simple narrative text of compiled data for incorporation into reports or publications.

Maintain databases by inputting information gathered and generate ad hoc reports for use by professional and/or management staff.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Statistician II:** Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level.

**Statistician I:** Under close supervision, incumbents receive training in performing the duties described in the series concept and may progress to the journey level upon meeting the minimum qualifications and with the approval of the appointing authority.

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## MINIMUM QUALIFICATIONS

***SPECIAL REQUIREMENT:***

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

**INFORMATIONAL NOTE:**

* Applicants must attach a copy of their college or university transcripts at the time of application.

## MINIMUM QUALIFICATIONS (cont'd)

### STATISTICIAN II

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major coursework in economics, mathematics, statistics or closely related field and one year of paraprofessional experience assisting in the preparation, collection and analysis of data; and preparing visual displays using computer software; **OR** graduation from high school or equivalent education and two years of paraprofessional experience as described above; **OR** one year of experience as a Statistician I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirement).*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
**Working knowledge of:** database software; statistical methods and techniques; data collection and analysis; graphic, pictorial and tabular presentations. **Ability to:** perform statistical computations such as sum, average and counts using spreadsheets and pivot tables to generate statistically accurate generalizations; draw survey samples according to established principles and methodology; compose routine business reports; review data for accuracy. **Skill in:** statistical analysis; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
**Working knowledge of:** the assigned program or functional area, and federal and State rules and regulations governing its operation.

### STATISTICIAN I

EDUCATION AND EXPERIENCE: Associate's degree from an accredited college or university with major coursework in economics, mathematics, statistics or closely related field and two years of experience assisting in the preparation, collection and analysis of data; and preparing visual displays using computer software; **OR** graduation from high school or equivalent education and three years of experience as described above; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
**General knowledge of:** data collection methods; word processing, spreadsheet and database software; graphic, pictorial and tabular presentations of information. **Ability to:** compose routine business correspondence. **Skill in:** mathematical calculations including percentages, fractions and decimals.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Statistician II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

| | 7.745 | 7.747 |
|---|---|---|
| ESTABLISHED: | 1/1/61 | 7/1/93P |
| | | 3/9/93PC |
| REVISED: | 7/16/66 | |
| REVISED: | 8/31/73 | |
| REVISED: | 7/1/93P | |
| | 3/9/93PC | |
| REVISED: | 9/23/05PC | 9/23/05PC |
| REVISED: | 9/20/19PC | 9/20/19PC |