

Job Class Profile: Statistical Officer

Pay Level: CG-27 **Point Band:** 534-577

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	2	4	3	3	4	1	2	
Points	187	67	13	19	90	65	83	21	21	566

JOB SUMMARY

The Statistical Officer performs technical and statistical work in compiling, analyzing, and tabulating statistical data and information.

Key and Periodic Activities

- Provides assistance in the development, operation, and maintenance of new comprehensive statistical databases by collecting, compiling, tabulating, analyzing, interpreting, and disseminating a variety of statistical data.
- Provides training and assistance to field staff through presentations, workshops and field visits. Develops and prepares a range of statistical presentations for both internal and external stakeholders.
- Compiles statistical data and general information for annual statistical reports for general public distribution. Performs statistical research, data analysis, editing, quality control, and formula generation for research assignments.
- Attends public meetings to co-ordinate and gather public comments and to provide relevant statistical information through presentations.
- Performs other administrative duties as required (i.e. maintains inventory of educational materials, oversees purchasing and distribution of promotional products, transcribes minutes of meetings, updates resource guides, files records, writes correspondence, etc.).
- May supervise the work of summer students and work term students as required.

SKILL

Knowledge

General and Specific Knowledge:

- Specific knowledge of conducting research projects and statistical applications.

Formal Education and/or Certification(s):

- Minimum: Diploma in Business Management or Office Administration (additional course work in statistics).

Years of Experience:

- Minimum: 1 - 2 years of experience

Competencies:

- Proof reads, edits and formats a variety of documents.
- Writes detailed letters, policies, or other correspondence.
- Provides research and analytical support work.
- Strong writing skills to generate reports and correspondence.
- Conducts analysis and assessment.
- Uses various computer software programs such as spreadsheet, word processing, database, and statistical packages.

Interpersonal Skills

- A range of interpersonal skills are used and include: listening to information from others to provide the correct information; asking questions to gather information; promoting the Province by providing information and services to the public; and gaining the cooperation and cooperating with others to complete work assignments.
- Communication occurs with: employees within the immediate work area; employees within the department; supervisors; managers; and the general public.
- The most significant contacts are with: employees within the immediate work area; the general public, and supervisors or managers.

EFFORT**Physical Effort**

- Work demands generally do not result in fatigue requiring periods of rest.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constantly required to sit to perform fine finger/precision work while entering and manipulating data in electronic documents by using a mouse and key board. Sitting may be required for extended periods with some freedom to move about.
- There may be a regular requirement to lift/move objects, such as files, records, supplies etc. up to 10 lbs. and some bending and stretching to perform filing of duties.

Concentration

- **Visual** concentration is constant while entering data in database programs, using spreadsheets, and answering emails/general enquiries from the public.
- **Auditory** concentration is regularly required while listening to clients on the phone and receiving direction from supervisor.
- Work is regularly impacted by **interruptions** and multiple **time pressures/deadlines** with a **lack of control over work pace** (i.e. annual reports, immediate requests for information from the public, etc.).
- **Exact results and precision** are required when entering data in a statistical database or spreadsheet and compiling reports.

Complexity

- Work involves a series of tasks and activities that are different but allow the use of similar skills and knowledge.
- Problems may be simple with obvious solutions, tasks may be repetitive and well defined, or

require some interpretation of options.

- The most typical challenge or problem is explaining the product or service provided to the general public.
- Co-workers, policies, procedures, guidelines, acts and regulations exist to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly prescribed or controlled.
- Requires supervisor's approval for travel and purchases beyond the limits of delegated authority.
- Decisions can be made when purchasing supplies within the limits of delegated authority and the distribution of supplies and information materials to the public.

Impact

- Impacts generally affect immediate work area, the public.
- Work activities impact information and corporate image.
- Inaccurate reporting may result in incorrect statistics being released to the public.
- In the event of a mistake or error the consequence is directly felt on the public and can negatively affect the department's image.
- Legislation, policies, and procedures are in place to mitigate the impacts of errors. Work is reviewed by supervisors and others.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide orientation and/or on-the-job training.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- As work is performed in an office environment, there is occasional exposure to adverse environmental conditions such as unusual distracting noise and glare.