

**Job Class Profile:            Statistician I****Pay Level:                            CG-30                            Point Band:                            676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	1	4	4	4	4	2	2	
Points	233	67	6	19	120	87	83	43	21	679

**JOB SUMMARY**

The Statistician I is responsible for professional statistical work including compiling, analyzing, and reporting statistical data.

**Key and Periodic Activities**

- Performs statistical model building for departmental projects (i.e. develops computer model, performs data cleaning, runs scenarios, and produces statistical outputs).
- Develops data cleaning and coding processes for computational modelling.
- Performs workflow monitoring and quality assurance. This occurs during the ongoing data cleaning process.
- Provides long term planning function for decision making processes.
- Handles inquiries for the division as it relates to statistical data analysis.
- Provides client follow up services as required.
- Prepares data sets for divisional surveys.
- Updates webpage information accordingly.

**SKILL****Knowledge****General and Specific Knowledge:**

- Specific knowledge of conducting research projects and statistical applications.

**Formal Education and/or Certification(s):**

- Minimum: Undergraduate Degree in Business, Statistics, Social Sciences or related field.

**Years of Experience:**

- Minimum: 2 - 3 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 as well as project management.
- Strong writing skills to generate reports and correspondence.
- Operates a computer to perform mathematical analysis and assessment.
- Uses various computer software programs such as spreadsheets, word processors, databases,

and statistical packages.

### Interpersonal Skills

- A range of interpersonal skills are used to: listen and give advice and direction to others; ask questions to get information; provide routine information and direction to others; disseminate statistical information; and co-operate with others to complete work assignments.
- Communication occurs with: employees within the immediate work area; employees within the department; supervisors and managers; and the general public.
- Most significant contacts are with: clients; managers; and employees within the immediate work area.

## EFFORT

### Physical Effort

- Work demands do not result in fatigue requiring periods of rest.
- Work provides the opportunity to stand and walk within the office environment.
- Constantly required to perform fine finger/precision work while entering and manipulating data in electronic documents by using a mouse and key board.
- Occasionally required to drive to various locations to perform work duties.

### Concentration

- **Visual** concentration is constant while running reports, entering data, verifying data accuracy, etc.
- Work is constantly impacted by **interruptions** and multiple **time pressures/deadlines** with a **lack of control over work pace** (i.e. project based deadlines).
- **Exact results and precision** are required when providing statistical reports and analysis.

### Complexity

- Work involves a series of tasks and activities that are quite different but allow the use of similar skills and knowledge.
- Problems tend to involve creative problem definition, analysis, and the development of complex solutions.
- The most typical challenge or problem is forecasting. This requires accurate analysis utilizing different methodologies.
- 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 moderately monitored and controlled.
- Without formal approval decisions can be made when determining project direction, data cleaning, as well as other analytical inputs for research.
- Requires supervisor's approval for purchases, divisional commitments, and policy changes.
- Work tasks involving the releasing of confidential information are completed at the discretion

and independent judgment of the class.

### **Impact**

- Impacts generally affect immediate work area, department, and the public.
- Work activities impact information, process and systems, and corporate image.
- Inaccurate reporting may result in inaccurate analysis and the releasing of incorrect information.
- In the event of a mistake or error the consequence is directly felt on the divisional information gathered and 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 be required to provide orientation and/or on-the-job training. Work involves providing guidance during assigned research projects.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Work does not require any special precautions or safety equipment.
- Work is conducted in an office environment which results in some undesirable environmental conditions such as distracting noise and glare from a computer.