

**Job Class Profile:            Statistician II****Pay Level:                            CG-36                            Point Band:                            790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	1	4	5	5	5	2	2	
Points	280	67	6	19	150	108	103	43	21	797

**JOB SUMMARY**

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

**Key and Periodic Activities**

- Co-ordinates the capturing, analyzing, and updating of Departmental/divisional statistics and databases.
- Writes database queries to extract information documents and reports associated with departmental systems.
- Develops information tools for tracking information requests within the department.
- Writes formal correspondence on behalf of division/departments (i.e. procedures, policy documents, reports, etc.).
- Responds to specific internal/external requests for statistical information (i.e. develops, charts, tables, graphs, presentations, etc.).
- Provides statistical advice on experimental design to research and guide staff on a variety of projects.
- Oversees various aspects of the quality assurance program.
- Represents the division at external conferences, meetings or other functions as required.
- Performs other related office support duties (i.e. answers emails, phone calls, information requests, etc.)
- Participates in the collection of filed data as required.

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

- Specific knowledge of statistical procedures, research, design, and analysis.

**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:**

- Applies established techniques to the completion of activities.
- Proof reads, edits and formats a variety of documents.
- Writes detailed letters, policies, or other correspondence.
- Strong research, analytical skills.
- 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 to information requests from others; ask questions (appropriate research questions) to get information; provide routine information and direction to others; communicating complex information to others in a manner that is understandable; and co-operate with others to complete work assignments.
- Communication occurs with: employees within the immediate work area; employees within the department; and supervisors and/or managers. These groups are also the most significant contacts.

**EFFORT****Physical Effort**

- Work demands do not result in considerable 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 for statistical reports (i.e. tables and charts) and research studies or occasionally during the collection of sampling data.
- There may be an occasional to regular requirement to lift/move objects, such as files and records up to 10 lbs.

**Concentration**

- **Visual** concentration is constant while entering data into charts and tables for statistical analysis.
- **Auditory** concentration is occasional while listening to information requests during phone conversations.
- Work is regularly impacted by **interruptions** and multiple **time pressures/deadlines** with a **lack of control over the work pace** (i.e. new tasks assigned daily, survey project deadlines, managing multiple projects, etc.).
- **Exact results and precision** are required when performing statistical calculations, formatting charts and tables, generating reports, documents, etc.

**Complexity**

- Work involves a series of tasks and activities that are quite different but allow the use of similar skills and knowledge, with some task being unrelated.
- Tasks generally have a limited number of existing guidelines or procedures that allow for

standardized solutions.

- Problems generally involve creative problem definition, analysis, and the development of complex solutions.
- The most typical challenge or problems are vague requests for very specific information, and the determination of what parameters to include in research studies.
- 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 generally prescribed and controlled.
- Without formal approval decisions can be made when determining what statistical tests to apply to research data, purchases within delegated financial authority, and formatting of reports.
- Approval is required for travel, policy changes, and purchases beyond delegated authority.
- Work tasks involving the application of policies or the releasing of confidential information are completed using discretion and independent judgment.

### Impact

- Impacts generally affect immediate work area, department or group, outside the department, and the public.
- Work activities impact processes, systems, information, material, human resources, and corporate image.
- Inaccurate reporting may result in additional research work needed, inaccurate information released to stakeholders, and statistical integrity.
- Errors may not be easily detected but 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 review and check the work of colleagues or students.

## WORKING CONDITIONS

### Environmental Working Conditions

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