Job Class Profile: Statistician II

Pay Level: CG-36
Point Band: 790-813

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<th>Knowledge</th>
<th>Interpersonal Skills</th>
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<th>Accountability &amp; Decision Making</th>
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**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.