

TITLE: Statistician	JOB CODE: E3309F
EEO6:	JOB FAMILY/SERIES: Research
APPROVED BY: John Geiman	EFFECTIVE DATE: November 23, 2010

JOB SUMMARY:

Engage in the application of statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. Conduct complex statistical research and analysis and compile and interpret statistical records and reports of departmental programs. Analyze requests for statistical studies and determine variables of new or ongoing projects.

ESSENTIAL FUNCTIONS:

Determine methods of statistical analysis and apply techniques to determine means of measurement. Ensure validity and accuracy of data and compliance with quality control requirements.

Design and remodel quantitative research projects, analyze findings, develop conclusions, write reports, prepare presentations of relevant findings and conclusions, and recommend appropriate actions by the School/department.

Perform required data extraction through programming and report on progress of programs, studies, and/or projects. Duties include performing and supervising data collection; compile and analyze data; and interpretation of trends, fluctuations, and other changes.

Perform simple and sophisticated data searches and exchanges among micro, mini, and mainframe-based statistical software applications to generate standard and customized reports using statistical applications.

Summarize and prepare manuscripts, presentations, and proposals by providing and presenting statistical information as tables, charts, or graphs.

Develop and formulate best practices and protocols in data collection, warehousing, analysis, and reporting including developing special forms and/or formats for analyzing and presenting data.

MINIMUM QUALIFICATIONS:

Master's degree statistics or mathematics and two (2) years of statistical analysis experience analyzing studies using a range of statistical techniques in a related environment.

OR Master's degree epidemiology or public health and three (3) years of statistical analysis experience analyzing studies using a range of statistical techniques in a related environment. May require training related to occupational safety and health, environmental compliance, shipping of hazardous materials and/or ionizing radiation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to design of research studies data collection procedures and warehousing.

Ability to understand and utilizes scientific/medical terminology and research theory in both oral and written communications.

Knowledge of theoretical, conceptual and writing support on research analysis and findings.

Skilled in using measurable and verifiable information for making decisions or judgments.

Skill in statistical programming, interpretation and data analysis using statistical software as well as spreadsheet and database software applications.

Excellent communication, organizational, and project management skills.

Ability to maintain confidentiality of subjects and information obtained.

Ability to network with, and provide information to key groups and individuals.

Ability to work as part of a team and independently perform or lead research activities.

Ability to use a consultative approach to resolve issues in area of responsibility.