Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Statistical Research Analyst 1

Definition

Under immediate to general supervision, performs trainee-level technical work obtaining, compiling, evaluating, and reporting statistical data; performs related work as required.

> *The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

Work Examples

Applies established theory, techniques, and methodology to a limited number of standard research and reporting assignments.

Conducts surveys to obtain program information, prepares estimates, and maintains records; assists in the establishment of benchmarks and internal controls.

Determines or recommends scope and size of samples and resources used; edits statistical data for accuracy, completeness, and consistency; develops reporting forms.

Assists or prepares directives sent to offices affected by changes in procedures and methodology, corresponds with offices on matters relating to the program.

Attends meetings and conferences to clarify reporting procedures and maintain knowledge of revisions or changes in operating procedures.

Prepares standard statistical reports and assists in preparing complex statistical reports.

Competencies Required

Knowledge:

- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and applications.

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

- Number Facility – Add, subtract, multiply, or divide quickly and correctly.

- Written Comprehension – Read and understand information and ideas presented in writing.

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.

- Written Expression – Communicate information and ideas in writing so others will understand.

Skills:

- Mathematics – Using mathematics to solve problems.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Complex Problem Solving – Identifying complex problems and reviews related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Graduation from an accredited four-year college or university with a bachelor's degree in statistics, mathematics, economics, political science, or public administration.

2) Four years of full-time work experience in technical statistical analysis or economic research.

3) A total of four years of education (as described in number one) and/or full-time experience (as described in number two), where 30 semester hours of accredited college or university course work equals one year of full-time experience.

4) Current, continuous experience in the state executive branch that includes 18 months of full-time work as a Statistical Assistant.

Effective date: 07/17 KF