Class Code: 00746

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

Statistical Research Analyst 3

Definition

Performs advanced professional-level or lead work collecting, compiling, analyzing, and reporting statistical data; performs related work as is 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

Assists supervisor by instructing employees about tasks, answering questions about procedures and policies, distributing and balancing workload, and checking work; may make occasional suggestions on appointments, promotions, and reassignments.

Designs, evaluates, and implements new and revised statistical reports; designs forms and specifies information sources; prepares documentation; writes data processing specifications.

Monitors data collection; determines appropriate techniques; performs data analysis; prepares reports; recommends new policies, procedures, and standards for workflow and processes.

Designs data collection systems; works with agency personnel to ensure group needs are met and necessary data items are included for reporting purposes.

Uses advanced statistical methods to analyze complex data sets; designs statistical experiments to determine if certain known conditions affect desired outcomes.

Analyzes data of proposed programs and legislative changes in terms of cost, people served, staff needed, etc.

Competencies Required

Knowledge:

- English Language The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics Arithmetic, algebra, geometry, calculus, statistics, and applications.
- Customer and Personal Service Principles and processes for providing customer and personal services. This includes assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction.

Abilities:

- Mathematical Reasoning Choose right mathematical methods or formulas to solve problems.
- 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 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 implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination Adjusting actions in relation to others' actions.
- Monitoring Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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 and four years of full-time work experience in statistical analysis or economic research.
- 2) A total of eight years of education and/or full-time experience (as described in number one), where one year of full-time experience equals 30 semester hours of education (maximum substitution of four years).
- 3) Eight years of full-time work experience performing responsible technical statistical analysis or economic research.
- 4) Graduation from an accredited college or university with a master's degree in statistics, mathematics, epidemiology, economics, public policy, public affairs, public administration, or business analytics and two years of full-time experience (as described in number one).
- 5) Current, continuous experience in the state executive branch that includes 18 months as a Statistical Research Analyst 2.

Effective date: 07/17 KF

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