

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

## Statistical Research Analyst 3

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### 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*