

RESEARCH AND STATISTICS ANALYST I

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional work in preparing surveys for statistical analyses and conducting labor force surveys.

Employees in this class develop detailed plans for phases of major studies which include general conditions of labor, such as employment and labor supply, manpower development and training, wage and hour, industrial relations, working and living conditions, cost of living and prices. The collection and analyses of data and preparation of detailed plans are rudimentary aspects of this position.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Develops detailed plans for different phases of major studies of social and economic conditions and trends, union-management relations and current status relating to specific research areas.

Defines the variables and limits of the studies; correlates statistical and non-mathematical data and prepares interpretation analyses.

Evaluates basic factors influencing variations in data.

Participates in surveys conducted jointly with other agencies; prepares special and operating reports.

Analyzes trends or factors influencing variations in basic data and evaluates them; cooperates with other departments and agencies in conducting surveys.

Participates in the development of data-collection methods and in the collection and statistical processing of these data.

Researches statistical problems in the field of employment and labor relations.

Assists in the development of tabulation procedures, statistical treatment of data and the preparation of reports for publication and dissemination.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, techniques and procedures used in statistical research.

Ability to analyze and interpret data.

Ability to work effectively with the public and employees.

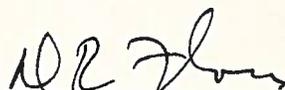
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare research and statistical reports.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in statistics, mathematics, economics, or closely related field.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive
Director, Civil Service Commission