

RESEARCH AND STATISTICS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the Bureau of Labor Statistics.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Plans and directs economic research or projects such as analyzing, evaluating, interpreting, and presenting economic and statistical information and reports.

Supervises the maintenance of internal statistics relating to labor law enforcement and administration.

Prepares and supervises the preparation of regular and special reports; analyzes and interprets collected statistical data and makes recommendations regarding action to be taken on the basis of such interpretations.

Devises questionnaires and forms in the gathering, serving and tabulating of labor and economic statistical data; designs charts and illustrative diagrams.

Establishes and maintains liaison with the U.S. Bureau of Labor Statistics and with other federal and local agencies from which statistical data are obtained.

Meets with various department and agency heads and staff members and gives advise and assistance in connection with the establishment of reporting procedures and in studying research and statistical problems or other similar problems.

Writes articles and publications on labor and similar economic problems.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the techniques of treatment of data involving correlation methods, time series analyses, sampling methods, and computation of index numbers.

Ability to apply economic theories and principles.

Ability to administer the program and activities of the Bureau of Labor Statistics.

Ability to operate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Five years of technical statistical experience and graduation from a recognized college or university with a Bachelor's degree in economics, statistics or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission