



CLASS SPECIFICATION

Class Code: 60015155
Date Established: 09/2004
Last Reviewed: 09/2022
Last Revised: 09/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

STATISTICIAN

DEFINITION

Under general supervision, provides professional statistical support to public health and/or human services data analysis and management for purposes of assessment and research; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public health, statistics, bio-statistics, or closely related field, AND two years of full-time experience performing statistical analysis using multiple statistical methodologies, preferably for a public health or human services agency; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

SUPERVISION EXERCISED

May provide technical and/or lead direction for support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan and document computer data file structure; develop, manage and maintain complex statistical databases; perform or supervise data entry.

Design, develop and assess surveys and data collection techniques to meet the needs of the assigned project and the community.

Implement, coordinate, and conduct data gathering and processing systems. Select data samples, prepare questionnaires and surveys, and conduct logic checks to maintain data quality.

Use existing statistical software and a variety of established statistical methods to gather, analyze, and interpret research data to derive useful information for research studies.

Format data, and develop and prepare reports, charts, tables, and other related documents and graphics. May write project reports and publications based on hypotheses and findings.

Conduct statistical analysis of public health surveillance data using appropriate analytical methods to identify disease outbreaks whether from natural or bio-terrorism causes.

Conduct statistical analysis of human services data using appropriate analytical methods to identify trends, make comparisons, provide empirical evidence, and verify the effectiveness of services to support informed policy and practice decisions related to improving outcomes.

Participate with other epidemiologists or researchers in the development of statistical methodology, study design, and data analysis.

Assist in project planning and management with clients and other staff members.

Provide statistical consultation to all internal staff.

Serve as a data liaison and collaborate with County staff, departmental representatives, internal divisions, and external agencies on projects.

Supervise data entry personnel and/or students on specific, project-related tasks.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Countywide and Departmental/divisional policies and procedures.

Structure, system, and functions of Washoe County government.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to area of assignment.

Health or Human Services programs and services provided by the community, county, and department.

Management information systems and software programs used in the assigned area(s).

Ability to:

Understand the organization and operations of the County and of outside agencies as necessary to assume assigned duties and responsibilities.

Perform the statistical analysis work related to assigned department/division operations and functions.

Supervise and evaluate the performance of assigned staff.

Gather data and evaluate procedures and processes and determine their efficiency.

Select and apply appropriate statistical and data analysis techniques to various types of health data.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Statistical principles and approaches to a problem.

Principles and techniques of data collection and summary reporting.

Methods and techniques of administrative, financial, and statistical data collection and report preparation.

PC based software applications used in statistical analysis and reporting.

Ability to:

Analyze data and prepare statistics through the use of computer epidemiological generated spreadsheets and statistical packages commonly available.

Analyze information, project consequences of proposed actions, formulate alternatives solutions and make appropriate recommendations.

Read, interpret, and apply pertinent laws, codes, regulations, and standards, including administrative and departmental policies and procedures.

Implement various research studies and analyze data from a variety of statistical sources.

Research, compile, tabulate, analyze, and interpret data and information.

Operate a personal computer and statistical software programs.

Prepare written reports and oral presentations for management, governing boards and external auditors.

Present and assist with implementation of findings and recommendations.

Deal with crisis situations involving multiple priorities and critical deadlines.

Communicate orally in a clear and concise manner.

Establish and maintain effective working relationships with a wide range of health professionals, County agencies, employees, and community agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.