

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV15424268

DATE POSTED: 07/12/22

POSITION NO: 244928

CLOSING DATE: Open Until Filled

POSITION TITLE: Statistical Research Analyst

DEPARTMENT NAME / WORKSITE: Fiscal Recovery Fund Office / Window Rock, AZ

WORK DAYS: <u>MON - FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>40/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Serves as the Navajo Nation Fiscal Recovery Fund (FRF) Office/Regulatory & Monitoring Section lead research technical expert; develops methods of gathering statistical data relative to the approved America Recovery Plan Act (ARPA)/NNFRF projects; data could include number of families benefiting from funding; long range impact to improvement of quality of life, separation of funding by Chapters, Districts, Agencies, etc.; arranges to transfer data collected on to comprehensive data analysis reports; information may be shared internally/externally to the Navajo Nation. Coordinate web-based data collection on the provision of ARPA/NNFRF services; gleans information to inform NNFRFO management on the public’s perception of how services can be better reported so the general public understands the projects and methods used to accomplish goals and objectives for ARPA/NNFRF projects. Supports other units by monitoring ARPA/FRF funded projects; while monitoring, will assess creative ways of project management reporting; serves as resource to NNFRFO to better incorporate research based data in identifying trends for ARPA/NNFRF projects. Ensures NNFRFO research data is accurate and a true reflections the status of the Navajo Nation and its various demographics; part of research analysis may include incorporating statistical data from other available data sets; report information will be presented in various final formats to ensure information reader is confident of the source of statistical data. Continuously ensure the confidentiality of subjects being examined to gather statistical data; must scrub all reports to ensure confidentiality is maintained during all phases of report writing that involves inclusion of statistical data. Attend meetings representing NNFRFO; other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor’s degree in Statistics, Economics, Mathematics or closely related field; and two (2) years of work experience in writing analytical reports, compiling and analyzing statistical data and drawing conclusions; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the operational, logistical and administrative requirements of research studies. Knowledge of statistical research principles, methods, procedures and standards. Knowledge of computer spreadsheet and/or database applications in the compilation of reports and/or findings. Skill in planning, creating, programming and managing complex statistical computer databases. Skill in applying a range of standard statistical techniques in support of scientific research studies and/or experiments. Skill in the use of database management, word processing, spreadsheet and/or presentation software. Skill in interpreting and communicating statistical material into information usable by target audience. Skill in applying judgment in the release of confidential information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.