

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02120027

DATE POSTED: 09/10/20

POSITION NO: 940715

CLOSING DATE: 09/23/20

POSITION TITLE: Statistical Research Analyst

DEPARTMENT NAME / WORKSITE: Navajo Police Department - Information Management Section

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BC65A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 46,300.80 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 22.26 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Primary individual responsible for conducting research to respond, process, collect, analyze and present data relevant to Navajo Police Department, Navajo Div. of Public Safety, federal agencies. Knowledge and use of computer hardware and software applications, e.g., SQL databases, R and SAS languages . Develop and implement data collection strategies with existing computerized records management system; responsible for reviewing source data and processing documents for data, reconciling data reports and results. Monthly or when required process Uniform Crime Reports and/or National Incident Based Reporting System reports. Process statistical requests internal to Navajo Nation criminal justice programs, non-criminal justice programs and external agencies, programs, public and individuals. Develop planning, procedures, procurement to analyze and interpret data. Admin communication, develop statistical analyst resources, attend meetings, presentations, develop usable information for target audience, training-attend and provide, technical writing, apply judgement in the release of confidential information, adherence to NN Privacy Act. Develop and maintain statistical retention and disposition schedule, statistical archival library data base. And other performance related work is assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Statistics, Economics, Mathematics, or related field; and two (2) years of experience in writing analytical reports, compiling & analyzing statistical data, data systems support; 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:

Proficient in computer software and operating experience. Knowledge of statistical application research principles, methods, procedures and standards. Knowledge on techniques of data entry; personal computer hardware/software components; modern office procedures; methods and equipment including computers and supporting work processing and spreadsheet applications. Practical planning skills on creating, programming and managing complex statistical computer data bases. Practical skills in applying a range of standard to complex statistical techniques in support of scientific research studies and/or experiments.

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