

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0448261

Date Posted: 10/22/13

POSITION NO: 242906

Closing Date: 11/04/13

CLASS CODE: 2001

POSITION TITLE: SENIOR STATISTICAL RESEARCH ANALYST

DEPARTMENT NAME: Office of Educational Research & Statistics (STEP)

DEPARTMENT NO: 44 WORKSITE LOCATION: Gallup, New Mexico

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: Y66A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: \_\_\_\_\_ \$ 46,363.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.29 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, perform duties relating to data collection, data summary, and data analysis related to the implementation of the United States Department of Education State-Tribal Educational Partnership (STEP) Grant program. Collect accurate and real-time student-level data related to academic achievement, demographics, tribal culture online survey, and any additional indicators necessary to improve the achievement of Navajo students. Plan, organize, interpret and present complex and multifaceted statistical projects and/or studies. Evaluate reports and publications for adherence to prescribed reporting requirements. Advise department personnel on significance of data collection and analysis. Assist and train individuals in data collection, analysis, and reporting. Assist outside agencies and individuals seeking educational statistics for use in planning and research investigation. Design spreadsheets, codebooks and databases using MS Word, MS Excel, MS Access, and IBM SPSS software. Create visual representation of data: graphs, tablets, and charts. Interpret data for written and oral reports to be utilized by non-statisticians. Establish and maintain contact with school officials for access, retrieval, and reporting of school and student level data. Build, enhance, and sustain professional collaboration efforts with school districts and state education department.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

Bachelor's degree in Statistics, Economics, Mathematics or closely related field; and five (5) years of work experience writing analytical reports, compiling and analyzing statistical data and drawing conclusions; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of statistical and research theory and methods.

**License/Certification Requirements:**

**PREFERRED:** Valid State Driver's License

**VETERANS' PREFERENCE APPLIES**

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

Revised: 1-15-99