

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

REQUISITION NO: <u>DOE0448892</u>	DATE POSTED: <u>06/30/14</u>	
POSITION NO: <u>242752</u>	CLOSING DATE: <u>07/14/14</u>	
POSITION TITLE: <u>Senior Statistical Research Analyst</u>		
DEPARTMENT NAME / WORKSITE: <u>Office of Educational Research &amp; Statistics (STEP) / Window Rock, Arizona</u>		
WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y66A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>46,363.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>22.29</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**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)**

**Minimum Qualifications:**

- Bachelor's degree in Education, Statistics, Economics, Mathematics, Social Sciences or related field; and four (4) years of work experience with data collection, presentations, compiling and analyzing statistical data, writing analytical reports and drawing conclusions.

**Preferred Qualifications:**

- Two (2) years of demonstrated experience conducting complex analysis and interpretation.
- Proficiency in Microsoft Office software or other statistical software applications.
- Experience in developing research methodology and procedures.

**Special Requirements:**

***(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:**

Considerable knowledge of statistical and research theory and methods.

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