

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0448005
POSITION NO: 242752
CLASS CODE: 2001

Date Posted: 07/15/13
Closing Date: 07/26/13

POSITION TITLE: SENIOR STATISTICAL RESEARCH ANALYST

DEPARTMENT NAME: Office of Educational Research and Statistics

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: \$ \$45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, perform duties relating to data collection, data summary and data analysis related to the implementation of a United States Department of Education funded program. Collect accurate and real-time student-level data related to academic achievement, demographics, teacher 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 SPSS software. Create visual representation of data: graphs, tables, 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.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Statistics, Economics, Mathematics or closely related field; and

PREFERRED: Master's degree preferred or at minimum, bachelor's degree in Statistics, Mathematics, or related applied Social Science field. Training in statistical software applications such as SPSS, Excel and Stata. Two years experience with application of data collection and analysis.

Experience:

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.

PREFERRED: Two years experience of data collection, presentations, and knowledge of database management. Two years experience with data collection, descriptive and inferential statistical data analysis and qualitative and quantitative research method applications. **(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. Ability to plan and organize statistical records program. Application of critical thinking skills is a must. Ability to compile complex data elements into user-friendly reports. Ability to be resourceful for completion of assignment. Must utilize computer software to the fullest capacity. Ability to analyze and present statistical data in graphic, tabular or report form for use by non-statisticians.

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