

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0444315
POSITION NO: 151613
CLASS CODE: 2001

Date Posted: 11/21/11
Closing Date: 12/06/11

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:
Hours: 8am-5pm Temporary: SALARY:
Part-Time: Duration: _____ \$ \$45,011.20 Per Annum
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. 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:

Bachelor's Degree in Statistics, Economics & Mathematics, or related field. **(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)**

Experience:

(5) five years experience writing analytical reports, compiling & analyzing statistical data & drawing conclusions. (some collection, presentations, and knowledge of database management with descriptive and inferential statistical data experience with qualitative and quantitative research method applications experience preferred.)

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. Skill to 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.

License/Certification Requirements:

Applicant must possess a valid state drivers license and obtain a NN Operators Permit within 90days of employment.

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