

### **SENIOR STATISTICAL RESEARCH ANALYST**

**DEFINITION:** Under general supervision, performs professional statistical work of considerable difficulty in developing research methodology, procedures and forms for data collection; responsible for planning research projects and conducting major and complex analysis and interpretation; plans, develops, implements and communicates research and statistical projects in accordance with specified protocol or procedures; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Develops research methodology, procedures and tools for data collections; develops sampling and quality control techniques and selects sample; formalizes research analysis plans and reporting specifications; designs and modifies computer applications, programs and/or databases to perform data analysis; analyzes information systems and recommends modifications; edits, modifies and compiles statistical data; ensures adherence to prescribed reporting requirements.

Analyzes, updates and reviews data to determine statistical accuracy of data files and reports; identifies erroneous or questionable data and contacts providers to verify and correct data; interprets trends and results of studies; develops conclusions, makes recommendation and drafts report of findings into appropriate format for various users; consults with users on current and potential use of data and research system; disseminates research results in written, narrative and graphic form; makes presentations of findings; performs follow up studies of problem areas; provides guidance and direction to assigned staff.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the operational, logistical and administrative requirement of research studies.

Knowledge of statistical research principles, methods, procedures and standards.

Knowledge of computer spreadsheet and/or database applications used in the compilation of reports and/or findings.

Skill in planning, creating, programming and managing complex statistical computer databases.

Skill in applying a range of standard statistical techniques in support of scientific research studies and/or experiments.

Skill in the use of database management, word processing, spreadsheet and/or presentation software.

Skill in applying judgment in the release of confidential information.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

#### **MINIMUM QUALIFICATIONS:**

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

#### **PREFERRED QUALIFICATIONS:**

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

THE NAVAJO NATION

Class Code: 2001  
Planning and Analysis Series  
Statistical Research Group  
Overtime Code: Exempt  
Pay Grade: 66

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**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.