

STATISTICAL RESEARCH ANALYST

DEFINITION: Under general supervision, performs professional statistical work of moderate difficulty in developing research methodology, procedures and forms for data collection; responsible for planning research projects and conducting 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; formulates 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 requirements of research studies.

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

Knowledge of computer spreadsheet and/or database applications 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 interpreting and communicating statistical material into information usable by target audience.

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 two (2) years of work experience in writing analytical reports, compiling and analyzing statistical data and drawing conclusions.

PREFERRED QUALIFICATIONS:

- Three (3) years of demonstrated experience formulating research analysis plans.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 2002
Planning and Analysis Series
Statistical Research Group
Overtime Code: Exempt
Pay Grade: 65

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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.