



THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM



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. The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo preference in Employment Act and Veterans preference.

POSITION TITLE: *Statistician/Demographer*

REQUISITION NO: **DOH07226753**

DATE POSTED: 6/12/2023

POSITION NO: 245111

CLOSING DATE: **9/10/2024**

DEPARTMENT: Division of Behavioral and Mental

EMPLOYMENT TYPE: Regular Full Time

WORKSITE: Gallup, NM

EMPLOYMENT DURATION (TEMP):

WORK DAYS: Mon - Fri

GRADE/STEP: CE68

WORK HOURS: 40 hrs/week

ANNUALLY: \$69,342.48

SENSITIVE: No

HOURLY: \$33.21

DUTIES AND RESPONSIBILITIES:

Develop policy and procedures on data collection process to accumulate data for all deaths occurring on the Navajo Nation to include but not limited to age, gender, location of death, location of injury or illness, cause and manner of death, time, recent medical actions, toxicology data, occupation, and height/weight. To implement those collection procedures and develop a good working relationship with various agencies in which relevant data is maintained. Perform data entry into an electronic record/database such as Microsoft Word, Excel, FileMaker Pro and/or other related format. Conduct

data analysis, prepare reports that include charts, graphs, and/or tables; provide reports on the data analysis to superiors, and any supervisory approved release of reports to public, private and/or government persons or organization; to provide quality and control evaluations on the data collection process to identify any deficiencies and strengths; and to conduct surveys and provide the results

QUALIFICATION REQUIREMENTS (EDUCATION, EXPERIENCE and TRAINING)

MINIMUM QUALIFICATIONS:

• A Master's degree in Statistics, Economics, Sociology or closely related field; and five (5) years collecting, analyzing and interpreting statistical data and computer database management.

SPECIAL REQUIREMENTS:

SPECIAL, KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of statistical sampling and survey methodology; knowledge of statistical research principles, methods, procedures and standards; knowledge of Navajo culture, tradition, political, clan and family structure; 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; and skill in applying judgment in the release

of confidential information.

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW: