

STATISTICAL ANALYST SERIES

PREAMBLE

Group Definition

This series covers technical positions involved primarily with the application of statistical analysis techniques to extract quantifiable and qualifiable data sets for processing and dissemination of statistical information.

Skills and duties include:

1) Technical analytical skills for design of experiments and surveys, providing technical support to various program areas and application of appropriate analytic inference.

OR

2) The ability to extract, collate and present data in a clear, concise and appropriate form in written, tabular and graphical formats, using both internal and external sources.

The positions require the services of technical specialists in such areas as statistics, economics, demography and epidemiology.

Exclusions

Excluded from this series are positions solely involved with the function of researching and developing government programs and policies. Also excluded are positions concentrating on organization and administrative research and analysis.

STATISTICAL ANALYST 1

GENERAL

Under the general direction of the Statistical Analyst 2 or 3 or senior administrator, this position provides data analysis capacity in an assigned subject area. At this level, incumbents will normally receive training in applying analytical skills and techniques. Supervision of project clerical staff may be required.

TYPICAL DUTIES

Assists in the planning, construction and implementation of processing methodology used in surveys or statistical reports.

Assists in identifying data needs.

May be required to formulate, develop, assess and modify statistical routines.

Assesses and analyzes numerical inconsistencies, data deficiencies, etc.

Ensures that quality control standards are maintained.

Prepares reports and undertakes special assignments as required.

Assists in processing special requests.

May be required to supervise clerical staff.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of statistics, economical or epidemiological analysis and techniques.

Knowledge of report writing and data presentation methods.

Some knowledge of electronic data processing.

Ability to communicate effectively both in written and oral form.

Education, Training and Experience

Graduation from a recognized university degree program in statistics, economics, sociology, demography, commerce or related field. Preferably with one year related experience.

STATISTICAL ANALYST 2

GENERAL

Positions at this level provide statistical expertise in determining the validity of data, constructing meaningful indices, determining the limitations of data and assisting the development of systems for data collection and data dissemination. Incumbents maintain an effective liaison with related government departments, Statistics Canada and other related agencies. Supervision of statistical and project staff as required.

TYPICAL DUTIES

Develops meaningful and comprehensive statistical data to meet needs of the department.

Investigates by current statistical techniques the present amount and quality of data.

Designs new systems as required.

Determines required statistical assumptions and data limitations.

Compiles and analyzes statistics for special requests

Disseminates available statistical information to government departments, agencies and general public as requested.

Trains and supervises junior staff.

Prepares reports and undertakes special assignments as required.

Maintains effective liaison with government departments, Statistics Canada and other related agencies.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of statistical analysis and techniques.

Knowledge of qualitative report writing.

Supervisory capacity.

Knowledge of electronic data processing.

Ability to communicate effectively both in written and verbal form.

Education, Training and Experience

University graduation with a recognized Master's or equivalent degree program in Statistics, Economics, Demography or related field.

Minimum of one year experience in applying technical knowledge and skills learned in post-graduate training.

STATISTICAL ANALYST 3

GENERAL

Incumbents set priorities for and co-ordinate the section's technical analytical resources through the bringing together of and adding to available resources which plan, develop and implement program information systems or which extract quantifiable and qualifiable data sets from information collected for programs. Technical skills required include methodology, design of experiments and surveys and various analytical methods. Incumbents are required to act as a project leader or perform very specialized analysis. Training and supervision of professional and clerical staff is required.

OR

As a Senior Statistics Analyst, an incumbent prioritizes and co-ordinates the preparation, production and dissemination of statistical reports. With senior departmental personnel, develops formats, as required, for data presentation. The incumbent must have a knowledge of related data prepared by other provinces and the Federal Government. Incumbent should have experience in handling and analyzing data, preparing reports for management and for publication, and a knowledge of current departmental programs. Training and supervision of clerical staff is required.

TYPICAL DUTIES

Statistical Analyst

Responsible for co-ordination of inter-disciplinary approaches to problems and projects.

Identifies and anticipates data needs between subject matter areas.

Co-ordinates technical support to various program areas.

Designs surveys and questionnaires for data collection.

Utilizes outside data sources as required.

Participates in federal-provincial studies.

Trains and supervises professional and clerical staff in retrieval of data.

Acts as a project leader as required.

Prepares reports in written and graphic form.

Maintains effective liaison with government departments, Statistics Canada and other related agencies.

Performs other related duties as assigned.

Statistics Analyst

Responsible for preparation and distribution of departmental statistical reports on a regular and ad hoc basis.

Responsible for developing formats, maintaining data accuracy of reports and their timely distribution.

Identifies and anticipates data needs of program areas through up-to-date knowledge of departmental programs and activities.

Maintains, on a current basis, a familiarity with reports from other provinces and the Federal Government.

Trains and supervises clerical staff in the collation and retrieval of required data.

Prepares reports requiring written and graphical presentation for regular, special and ad hoc information requirements.

Participates, as required, in the development of data collection systems in the department.

Participates in federal-provincial studies.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Statistical Analyst

Knowledge of analytical skills, methodology and research.

Knowledge of computer and manual data processing.

Administrative and supervisory ability.

Ability to communicate effectively, both written and in oral form.

Statistics Analyst

Knowledge of report writing, statistics analysis and data presentation methods.

A working knowledge of departmental programs and activities.

Administrative and supervisory ability.

Ability to communicate effectively, in written, graphical and oral form.

Education, Training and Experience

Statistical Analyst

Post-graduate degree in statistics, economics, epidemiology, demography or related fields.

Minimum of four years' experience in applying related technical knowledge including at least two years of technical supervisory experience including scheduling and co-ordinating technical resources.

Statistics Analyst

Graduate or equivalent in applied Social Sciences or related disciplines, including formal training in statistical analysis.

Experience in statistical analysis.

Minimum of four years' experience in handling hard data (both manual and computer generated) in environment of relating data needs to operational demands, and two years' supervisory experience.