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Mathematical Statistician 05

GS-1529-05

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I. INTRODUCTION

This position is located in

Serves as a mathematical statistician trainee, performing duties designed to provide orientation in the mission and work of the organization. Applies professional mathematical and statistical theories, methods, and techniques involved in conducting statistical projects and programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs basic developmental assignments in the functions and operations of the organization such as: applies mathematical statistical theories, techniques, and methods to project-related activities. Assignments provide experience and training to orient the employee to technical programs, operating procedures, and regulations, and prepares the incumbent for higher level work.

III. FACTOR LEVELS

Factor 1, Knowledge Required by Position – Level 1-5, 750 pts.

Knowledge of, and skill in applying basic mathematical and statistical theories sufficient to perform routine mathematical statistical tasks and projects; perform recurring calculations; follow oral and written technical instructions; work in close cooperation with other workers; and complete development that expand the incumbent's understanding of program requirements, techniques, and procedures.

Factor 2, Supervisory Controls – Level 2-1, 25 pts.

The supervisor assigns work consisting of routine requirements, developmental tasks, and detailed instructions on the use and selection of specific methods, procedures, and techniques. The employee consults with the supervisor when clarification of instructions is necessary, and receives guidance on problems and work methods not specifically covered by the original instructions. Work in progress and results of work are reviewed for accuracy and conformance to policy and procedural requirements and any special instructions.

Factor 3, Guidelines – Level 3-2, 125 pts.

Guidelines include standard references, established procedures and techniques and clear precedents. The incumbent uses judgment in selecting and applying the most appropriate guidelines, and determines the appropriateness and applicability of any minor deviations within existing guidelines. Situations to which the existing guidelines cannot be applied or require significant deviations are referred to the supervisor.

Factor 4, Complexity – Level 4-2, 75 pts.

Assignments consist of specific, well-defined, routine tasks designed to provide experience in the methods, practices, and procedures of the field. The incumbent decides what needs to be done by choosing from various alternatives relying on established procedures and practices when making these decisions. The incumbent recognizes differences among a few easily discernible situations.

Factor 5, Scope and Effect – Level 5-1, 25 pts.

The work involves specific, routine mathematical statistical operations to familiarize the employee with the organization's programs and services. The effect of the work is to facilitate the work of others, and has little impact beyond the immediate organizational unit.

Factor 6, Personal Contacts – Level 6-1, 10 pts.

Contacts are with employees in the immediate organization, office, or working on the same project.

The purpose of the contacts is to obtain, clarify, or exchange information or facts needed to complete an assignment.

Factor 8, Physical Demands – Level 8-1, 5 pts.

The work is sedentary.

Factor 9, Work Environment – Level 9-1, 5 pts.

The work is typically performed in an office setting.

TOTAL POINTS – 1040 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated: June 12, 2006)

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