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## Statistical Assistant 06

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### GS-1531-06

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

This position performs statistical assistant duties in support of programs. Assists statisticians in collecting, processing, tabulating, analyzing, editing, and presenting data.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Prepares preliminary drafts of classification correlations for developing proposals for revision to classification systems.

Writes clerical procedures and specifications. Resolves computer rejects and develops recommendations for revisions of procedures.

Initiates contact with and/or responds to contact from respondents or subject-matter specialist to resolve reporting problems of varying complexity.

Collect data and perform detailed statistical evaluations of matrices, summary reports, and similar type reports. Identifies specific concentrations of errors as runs and trends.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-4, 550 pts.

A working knowledge of classification codes, definitions, standards, criteria, and procedures applied to the statistical process to compile, examine, and reconcile data.

An understanding of organization's statistical practices and a knowledge of factors that may have a direct bearing on the statistical consistency of data.

Practical knowledge of the objectives, guidelines and boundaries of the project to conduct research, training, problem review and resolution, and answer respondent inquiries, while maintaining the statistical reliability of data and confidentiality of respondents.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The supervisor provides direction, determining initial assignments and giving general instructions. Specific instructions are provided for new, difficult, or unusual assignments. The incumbent independently performs recurring duties, recognizing major deviations and referring them to the supervisor for resolution. Completed work is reviewed for consistency, accuracy, proper application of techniques, and conformity to instructions.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines consist of verbal instructions, technical manuals, and documented procedures, which have gaps in specificity. The incumbent must exercise judgment and initiative in interpreting, adapting, and applying

guidelines to specific cases. The incumbent analyzes results, recommends changes, and discusses complex assignments with the supervisor.

Factor 4 - Complexity FL 4-3, 150 pts.

The work consists of numerous complex statistical clerical operations, varying in nature and involving many steps. Assignments require the incumbent to make accurate and consistent judgments which are compatible with statistical principles. Projects may involve unpredictable factors that require establishing integrated procedures for statistical techniques, as well as selecting and applying standard statistical methods for particular problems. The incumbent identifies problems and recommends changes and improvements in procedures.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The purpose of the work is to collect, select, organize, and present information needed to provide complete products on a timely basis. The work affects the accuracy of statistics and the efficiency of further processes.

Factor 6 - Personal Contacts FL 6-2, 25 pts.

Contacts are with employees in the same organization and members of the general public. People contacted generally are engaged in different functions, missions, and kinds of work.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Contacts are to determine data needs, investigate discrepancies, and respond to inquiries.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary, but may require some walking, stooping, bending and lifting of light items.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 1260 pts.

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: November 4, 1994)

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