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Statistical Assistant 07

GS-1531-07

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 senior level performs statistical assistant duties in support of programs. Assists statisticians in collecting, processing, analyzing, editing, and presenting data.

II. MAJOR DUTIES AND RESPONSIBILITIES

Prepares recurring reports for publications, including preparing text and tables and evaluating data for accuracy.

Recognizes unexpected problems or variations in results and develops preliminary interpretations or tentative recommendations.

Performs disclosure analysis to assure adherence to confidentiality and determines necessity for imputation.

Reviews and resolves data referrals for reporting questionable information, in accordance with procedural guidelines.

Comments on new procedures or revisions and makes suggestions to meet all processing needs and other steps which will reduce the number of referrals while assuring the statistical reliability of the work.

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

III. FACTOR LEVELS

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

Knowledge of the objectives, guidelines, and boundaries of the project to conduct research, training, problem review and resolution, and answer respondent inquiries. Knowledge of classification codes, definitions, standards, criteria, and procedures applied to the statistical process to compile, examine, and reconcile data.

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

Factor 2 - Supervisory Controls FL 2-3, 275 pts.

The supervisor provides purpose and objective of assignments, pertinent aspects of the problems involved, and suggestions for materials for reference. The incumbent carries out continuing and unique assignments, resolving most problems independently. Work is spot-checked to ascertain progress, technical soundness, and conformity to requirements.

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.

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 = 1410 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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