



U.S. DEPARTMENT of COMMERCE
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Statistician 05

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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

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

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs basic developmental assignments that may include such duties as: compiles and presents data for analysis; and assists in the conduct of studies and in the development of evaluation techniques used in the analysis of study results. Assignments provide experience and training to orient the employee to technical programs, operating procedures, and administrative policies and regulations, and prepares the incumbent for higher level work.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

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

Knowledge of fundamental statistical theories and concepts to assist higher level statisticians in a developmental capacity.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor assigns work that consists of routine requirements and developmental tasks that prepare the employee for higher level work. The supervisor provides detailed instructions on how to use and select methods and techniques. The incumbent performs work as instructed; consults with the supervisor for clarification of instructions; and receives assistance on problems and work methods not specifically covered by original instructions. The work is reviewed in progress and work results for accuracy. Guidance and assistance are furnished as work progresses.

Factor 3 - Guidelines FL 3-2, 125 pts.

Guidelines include established procedures, specific instructions, and clear precedents that are directly applicable to the assignment. The incumbent uses judgment in selecting and applying the most appropriate guidelines and in making minor deviations to recurring assignments. Situations which require significant deviations from the guidelines are referred to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

Work consists of specific related tasks that provide experience in the methods, practice, and procedures of the field. The incumbent decides among various choices when determining what needs to be done. This requires the incumbent to recognize the similarities and differences among a few easily recognizable situations and to consider factors such as the source of information and the nature of the project-related activities.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The purpose of the work is to perform specific, routine operations that include a few separate tasks or procedures. The incumbent's work facilitates the work of others; however, with little impact beyond the timely provision of limited services to others.

Factor 6 - Personal Contacts FL 6-1, 20 pts.

Contacts are with employees within the operating unit. Some contact may occur with the general public in very highly structured situations.

Factor 7 - Purpose of Contacts FL 7-1, 20 pts.

The purpose of the contacts is to obtain, clarify, or exchange information related to the work effort.

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

Work is primarily sedentary, requiring no special physical demands.

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

The work is performed in a typical office setting.

TOTAL = 1050 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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