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Statistician 07

GS-1530-07

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 advanced entry level position applies statistical theories, techniques, and methods while performing duties designed to provide orientation in the mission and work of the organization.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs progressively more difficult assignments to assist higher-level mathematical statisticians.

Applies statistical techniques and methods in performing project-related activities.

Assists in writing procedural instructions.

Assists in the preparation of documentation on procedures and problems encountered. Makes preliminary recommendations.

Assignments provide experience and training to orient the incumbent to technical programs, operating procedures, and administrative policies and regulations.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts.

Knowledge of statistical theories, methodology, and techniques to solve problems related to the review, analysis, and research of data.

Knowledge of organizational programs, terminology, procedures, and standards to perform research on assigned projects.

Ability to plan work assignments, write technical reports, prepare graphic and tabular presentations of data.

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

The supervisor provides direction for regular and recurring assignments, generally indicating what is to be done, deadlines, and priority of assignments. The supervisor also provides additional, specific instructions for new, difficult, or unusual assignments. The incumbent works independently on projects of limited scope or as a part of a team. The incumbent regularly informs the supervisor of progress. Completed work is reviewed for technical quality, accuracy, and compliance with instructions or established procedures.

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

Established procedures and specific guidelines are available. The incumbent uses judgment in locating and selecting the most appropriate guidelines for application and in making minor deviations to perform recurring assignments. Situations which require significant deviations from the guidelines are referred to the supervisor.

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

The work involves adjusting and correlating data and recognizing discrepancies and deviations in results, etc. 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 5-2, 75 pts.

The work involves applying specific statistical methods, standards, and procedures to carry out task; assisting others relieving them of routine work associated with larger studies; or completing a segment of an assignment or project of broader scope. The work affects the overall accuracy, reliability, or acceptability of further processes/steps of a project or program.

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

Contacts are with employees within the organization performing work for the assigned programs/projects. Contacts may include employees of other government agencies or the general public.

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 = 1405 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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