

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATISTICAL RESEARCH SPECIALIST I

POSITION CODE: 42741
Effective: 10-1-81

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, typically in a learning capacity, assists in the application of statistical and research methods and techniques in the collection, summarization and analysis of data; conducts small studies of limited scope and complexity which have specific objectives and involve recurrent and predictable factors; performs simple statistical analysis on social and economic data; monitors the report submission schedules of local governments and community agencies; receives training experiences to become familiar with the specific subject matter and methods and techniques used in developing research designs and report narratives for the interpretation of results; this beginning level professional work may incidentally include tasks of a supportive, clerical nature normally assigned to nonprofessional employees for training purposes and to relieve higher level specialists of routine work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in one or more phases of research investigations; interprets data to explain observed trends and makes predictions; designs and prepares tables, charts, and graphs; performs preliminary and supplementary reference work to obtain background materials; assists in the preparation of data for publication.
2. Collects, compiles, and distributes various categories of general assistance information; retrieves information from computerized files; verifies accuracy of data received from municipal and county governments.
3. Assists in compiling, analyzing, evaluating and reporting employment data for a labor market area; prepares required labor market reports; selects sample of firms for which analysis will be conducted; prepares narrative reports on employment conditions and trends; assists in developing methods and techniques for collection of data.

STATISTICAL RESEARCH SPECIALIST I (Continued)

4. Designs and prepares tables, charts and graphs of morphological and biochemical data from laboratory animals; assists in obtaining reference data and background articles from the library; assists in the preparation or analysis of data for publication.
5. Performs data analysis by applying standard statistical techniques to data; utilizes simple statistical techniques to produce internal reports; prepares summary tables of statistical information on various programs for inclusion in reports; prepares and updates charts, tables and graphs as needed.
6. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in statistics, computer science, mathematics, economics and related fields.

Knowledges, Skills and Abilities

Requires working knowledge of data collection procedures.

Requires working knowledge of simple logs and inventory documents.

Requires elementary knowledge of the development and application of research design techniques and their application to social and economic data.

Requires elementary knowledge of the interpretation of results of statistical applications.

Requires elementary knowledge of the uses of data processing equipment for statistical analysis and report generation.

Requires ability to apply research design techniques.

Requires ability to apply standard statistical techniques to social and economic data.

Requires ability to interpret the results of statistical analysis.

Requires ability to perform data collection duties.

Requires ability to develop and maintain simple logs and inventory documents.

Requires ability to develop and maintain effective working relationships and communication skills with agency personnel.