

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATISTICAL RESEARCH SUPERVISOR

POSITION CODE: 42745

Effective: 11-1-81

DISTINGUISHING FEATURES OF WORK:

Under general direction, plans, coordinates and supervises the activities of a professional staff in a specialized unit engaged in the gathering and analyzing of statistical data and the preparation of research projects and reports; designs and coordinates the system of detailed research methodology and techniques; supervises the conduct of major, ongoing agency statistical studies; coordinates statistical applications with research design requirements; testifies at administrative hearings and in court as to the nature and integrity of statistical applications and resulting reports; provides for a valid system of methods and procedures to assure a timely, consistent and accurate system of statistical research and analysis.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and coordinates the activities of subordinate personnel; provides direct supervision to a unit comprised of lower level specialists involved in statistical analysis and interpretation; assigns recurrent and special research projects to subordinates; supervises a support services staff and coordinate their activities with the needs of statistical research specialists.
2. Supervises and is accountable for the accurate and timely development of major agency reports; serves as liaison with other agencies and management personnel in the development of major research designs; supervises the collection of statistical and other data on agency operations; supervises the preparation of charts, tables and graphs for inclusion in reports; reviews written reports for accuracy.
3. Testifies in administrative hearings and in court as to the nature, appropriateness and accuracy of statistical procedures and resulting reports; consults with agency advocates to explain statistical calculations and theories; assists agency advocates to prepare statistically sound direct examinations; evaluates the testimony of statistical experts for the opposition.
4. Develops statistical design models for statistical research programs by evaluating the suitability of various statistical techniques for establishing standardized methods and procedures; adjusts the structure of statistical models according to characteristics of a specific audit or based upon an analysis of test results; interprets the efficiency, timeliness, quality and comprehensiveness of final results of statistical analysis programs.

STATISTICAL RESEARCH SUPERVISOR (Continued)

5. Designs and develops techniques to standardize the methodology of the research and statistical analysis program, interpretation and reporting of social and economic data; reviews, edits and approves completed statistical, research and reporting projects.
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.

Requires three years of progressively responsible professional experience in the development and application of research designs and statistical methods and techniques, preferably in a job related subject matter area.

Knowledges, Skills and Abilities

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

Requires thorough knowledge of the interpretation of results of statistical application.

Requires extensive knowledge of managerial and supervisory techniques.

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

Requires extensive knowledge of simple computer program development and modification.

Requires extensive knowledge of the preparation and interpretation of testimony before courts and administrative hearings on statistical issues.

Requires ability to supervise a unit composed of subordinate professional staff, to review and evaluate the work of subordinates for accuracy and completeness and provide for appropriate personnel management.

Requires ability to develop and apply statistical models to specific research projects.

Requires ability to use complex statistical techniques in the analysis of social and economic data and to interpret the results of statistical applications.

Requires ability to use data processing equipment for statistical analysis and report generation.

Requires ability to write reports based upon complex statistical analysis.

Requires ability to oversee the development and modification of supportive computer programs.

Requires ability to prepare and interpret testimony on statistical issues.

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