

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATISTICAL RESEARCH TECHNICIAN

POSITION CODE: 42748

Effective: 6-27-88

DISTINGUISHING FEATURES OF WORK:

Under direction, performs a variety of technical statistical duties in the collection, analysis, interpretation, review and coding of statistical data describing the labor market and unemployment insurance activities for the Department of Employment Security; analyzes and explains inconsistent or unusual figures; determines validity and accuracy of data through telephone follow-up and verification with primary data sources; compiles information from monthly, quarterly and annual reports according to established guidelines and detailed reporting procedures; assists professional staff in complex research studies; fulfills data inquiries and maintains agency historical administrative data files using a highly automated computer system requiring independent determination of parameters, tolerances and coding of fluctuations in economic data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Collects, compiles, edits and processes a variety of statistical data from reports of unemployment insurance claim activities from local offices, and employment and salary information; reviews reports for completeness; accuracy and deviation from previously submitted reports. Assists professional staff in determining the statistical reliability and accuracy of employment and salary data received from Illinois employers.
2. Profiles private and governmental employer information classifying data by geographics, type of business conducted, service provided, industrial activity performed and predominant economic activity. As directed, develops ratios, measures of central tendency and other standard computations to reflect characteristics of information/data. Coordinates the assignments with other statistical programs in the Economic Information and Analysis Operation. Verifies code assignments to assure their accuracy in effecting an employer's unemployment insurance tax rate and labor market statistics.
3. Using standard statistical techniques, selects, and administers employer and occupational samples. Schedules computer services to generate listings of employer response, delinquent reporters, reminder notices and address labels. Prepares quarterly mailing of employment, occupational and wage reports to private and governmental agencies monitoring their receipt prior to delinquent mailings. Schedules computer services and transmittal of data processing requests and data to the U.S. Bureau of Labor Statistics (BLS).
4. Contacts employers and/or local Employment Security offices by telephone regarding delinquent reports and questionable data; resolves data discrepancies by making database corrections or explanations to data based upon information received; codifies data and enters responses or conditions for noted changes in figures. Assists in the analysis of rejected occupation, wage and employment data to ensure the maximum amount of data is available for the preparation of projecting estimates.

STATISTICAL RESEARCH TECHNICIAN (Continued)

5. Provides responses verbally or in writing to data inquiries from agency users or the public or program activities, layoffs and plant closings. Provides advice and guidance to employers and local office personnel on report preparation, reviewing reporting procedures to assure compliance with federal requirements and to resolve reporting errors in the source document.
6. Collects data and prepares judicial compliance reports for the agency. Prepares a series of statewide summary reports for use by management in monitoring and evaluating local office operations. Collects and prepares data for special requests or research studies; assists in the analysis of data and preparation of the final report.
7. Maintains a computer master file of all generated data. Updates file information (SIC, DOT and area) codes. Extracts individual information via computer terminal and enters data changes to the database. Reviews and verifies for accuracy computerized printouts of data previously entered.
8. 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 high school and three years highly technical experience in labor statistics, data collection and compilation, bookkeeping or related preprofessional experience.

Knowledges, Skills and Abilities

Requires elementary knowledge of data processing equipment, of accessing information files, changing entries and obtaining reports from automated systems by following user-oriented procedures.

Requires an elementary knowledge of the application of standard mathematical formulas to information/data.

Requires working knowledge of detailed office procedures used in data collection.

Requires working knowledge of the Illinois Unemployment Insurance Act and its impact upon coding of employment data.

Requires working knowledge of the contents of the Standard Occupational Classification and Dictionary of Occupational Titles manuals.

Requires ability to develop and maintain effective working relationship with the general public and coworkers.

Requires ability to synthesize information/data according to written or verbal instructions.

Requires ability to place information/data into described categories by analysis according to given criteria.

Requires ability to write correspondence, memoranda and reports containing both descriptive and quantitative information/data.

Requires ability to accurately operate a calculator.