

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

STATISTICIAN MANAGER

JOB DESCRIPTION

Employees in this job serve as managers directing the work of Statisticians. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of statistical theory, methods, and techniques, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Statistician Manager-2

Statistician Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

Position Code Title – Statistician Manager-3

Statistician Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Statistician Manager-4

Statistician Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs and participates in the collection, tabulation, analysis, interpretation, and reporting of statistical data.

Applies and interprets statistical methodology to determine significant factors present in collected data.

Analyzes program data, conducts program evaluations, and interprets results for program staff.

Develops procedures for statistical processing of data.

Provides methodological and procedural consultation to others on surveys, data analysis, and program evaluation.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of statistical theory, methods, and techniques.

Thorough knowledge of the interpretation and significance of statistical measures.

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Thorough knowledge of computer-based statistical applications.

Thorough knowledge of methods of statistical data presentation and reporting.

Thorough knowledge of statistical theory, methods, and techniques.

Considerable knowledge of equal employment and labor relations practices.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment and labor relations practices.

Ability to apply statistical methods and procedures.

Ability to conduct research and survey projects using statistical methodology.

Ability to analyze, interpret, and explain statistical data.

Ability to instruct, direct, and evaluate employees.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with at least 12 semester (18 term) credits in statistics.

Experience

Statistician Manager 13

Four years of professional experience in the systematic collection, compilation and interpretation of numerical data equivalent to a Statistician, including two years equivalent to a Statistician P11 or one year equivalent to a Statistician 12.

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Statistician Manager 14

Five years of professional experience in the systematic collection, compilation and interpretation of numerical data equivalent to a Statistician, including two years equivalent to a Statistician 12 or one year equivalent to a Statistician Manager 13 or Statistician Specialist 13.

Statistician Manager 15

Six years of professional experience in the systematic collection, compilation and interpretation of numerical data equivalent to a Statistician, including three years equivalent to a Statistician 12, two years equivalent to a Statistician Manager 13 or Statistician Specialist 13, or one year equivalent to a Statistician Manager 14 or Statistician Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STATISMGR

Job Code Description

Statistician Manager

Position Title

Statistician Manager-2

Statistician Manager-3

Statistician Manager-4

Position Code

STATMGR2

STATMGR3

STATMGR4

Pay Schedule

NERE-107

NERE-108

NERE-109

ECP Group 3
Revised 6/1/06
TeamLeaders