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Statistical Assistant 08

GS-1531-08

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 high level statistical assistant position performs segments on statistical operations.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs in-depth analysis of data in phases of data collection, processing, compiling, research, and analysis.

Drafts tabular results and supporting narrative analyses and reviews for compliance with prescribed statistical procedures.

Develops reference parameters in order to evaluate survey responses and tabulate data.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

Comprehensive understanding of standard statistical techniques and established statistical methodology and a thorough understanding of different classification systems.

Knowledge of subject matter to develop procedures and specifications and to incorporate objectives and feasibility.

Factor 2 - Supervisory Controls FL 2-4, 450 pts.

The supervisor provides broad guidance, indicating the scope and objectives of assignments. Incumbent and supervisor, in consultation, determine projects, deadlines, and work to be done.

Incumbent is responsible for all phases of his/her projects. Keeps supervisor informed of potentially controversial matters. Completed assignments are reviewed for feasibility, effectiveness in meeting goals, and adherence to standard practice and policy.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines consist of verbal instructions, technical manuals, and documented procedures, which have gaps in specificity. The incumbent must exercise judgment and initiative in interpreting, adapting and applying guidelines to specific cases.

Factor 4 - Complexity FL 4-3, 150 pts.

Assignments require the incumbent to make accurate and consistent judgments which are compatible with statistical principles. Projects may involve unpredictable factors that require establishing integrated procedures for statistical techniques, as well as selecting and applying standard statistical methods for particular problems. The incumbent identifies problems and recommends changes and improvements in procedures.

Factor 5 - Scope and Effect FL 5-2, 75 pts.

The purpose of the work is to collect, select, organize, and present information needed to provide complete products on a timely basis. The work affects the accuracy of statistics and the efficiency of further processes.

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

Contacts are with employees in the same organization and members of the general public. People contacted generally are engaged in different functions, missions, and kinds of work.

Factor 7 - Purpose of Contacts FL 7-2, 50 pts.

Contacts are to determine data needs, investigate discrepancies, and respond to inquiries.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary and requires no special physical demands.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 1785 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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