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Statistical Assistant 09

GS-1531-09

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 senior position performs statistical operations on small surveys.

II. MAJOR DUTIES AND RESPONSIBILITIES

Develops methods for analyzing data, performs statistical testing, and oversees presentation of final reports.

Adapts methods as new requirements are identified and develops procedures for coding, editing, and compiling raw data.

Isolates the causes of inaccuracies in the data and recommends steps to prevent the recurrence of similar errors in the future.

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. The incumbent analyzes results, recommends changes, and discusses complex assignments with the supervisor.

Factor 4 - Complexity FL 4-4, 225 pts.

The incumbent applies considerable skills, experience, and practical judgement to assist in development, implementation, and analysis of the projects to which he/she is assigned. Works independently, resolving

problems and making decisions for which there is no precedent. Such decisions require reference to and interpretation of standards and reporting models and refining of the methods and procedures to be used.

Factor 5 - Scope and Effect FL 5-3, 150 pts.

The work involves addressing a variety of conventional problems, questions, and situations in conformance with established criteria. The incumbent's opinions and recommendations are incorporated to efficiently evaluate a wide variety of subjects. They serve as criteria in order to effectively produce results that conform to agency standards.

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

Contacts are with employees in the same agency 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 = 1935 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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