

JOB DESCRIPTION

Benchmark Job #325

Ministry: Education
Branch: Research and Evaluation
Location: Victoria

Working Title: **Statistical Officer**
Level: Range 15
Classification: Research Officer

PRIMARY FUNCTION

To support the research and database management function for the branch by collecting, analyzing, tabulating and distributing technical data from diverse sources for the Minister, ministry staff, other agencies and ministries, and the general public.

JOB DUTIES AND TASKS

1. Searches, collects, analyzes, tabulates and presents economic, social, and industrial statistical information for inclusion in reports and summaries (e.g. Environmental Scan)
 - a. conducts searches for statistical information and data, including searches in the technical library
 - b. collects (includes uploading data from large flat files), consolidates, formats and cross-tabulates information from numerous data sets
 - c. presents raw social and economic data in tabular, map and graphic formats, using current computing techniques and software, for interpretation and use by clients
 - d. provides explanations and descriptions of numerical and statistical relationships based on information published by Statistics Canada, BC Statistics, and Human Resources Development Canada, etc.
 - e. processes information by using statistical and database software packages, such as dBASE, SPSS, Access and Excel, to produce regular and ad hoc reports
2. Utilizes databases and information sources to meet internal/external clients' statistical needs
 - a. locates sources of economic, industrial, social and other information and determines its value, reliability and integrity.
 - b. acquires, processes, and maintains various data sets for data such as employment insurance and apprenticeship
 - c. updates, extracts, manipulates and analyzes data using various computer software packages
 - d. creates, maintains and updates databases and reports (e.g., Labour Force Survey)
 - e. extracts and formats census information on defined geographical areas by using in-house databases and commercial software packages
 - f. verifies data to ensure it is stored in accordance with procedures
3. Produces documents and other material for publication and widespread distribution
 - a. prepares charts and displays; writes articles, explanations and reports
 - b. presents data in the form of statistical summaries and narrative explanations and interpretations for the BC publication 'Labour Force Statistics'
 - c. designs, develops and creates statistical reports for camera-ready printing
 - d. supports executive information needs by producing reports, summaries and briefing notes
4. Responds to all client groups and maintains positive client relationships
 - a. identifies and defines client needs and requests and assesses time needed to produce reports
 - b. determines cost and extent of service provided
 - c. communicates to clients how services will be provided
 - d. assists clients to understand and interpret data
 - e. produces broadcast-ready write-ups and statements for executive clients
 - f. works with client groups to develop, compile and distribute data and information.
5. Supervises a Statistical Clerk (1 FTE)
 - a. supervises a Statistical Clerk, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance

REASON FOR CLASSIFICATION

Benchmark Job #325
Job Title: Statistical Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of statistical reporting, to interpret and respond to internal/external inquiries using published data from diverse sources, and translate requests by searching, collecting, calculating, analyzing, tabulating and distributing technical data for inclusion in reports and summaries (e.g. Environmental Scans).</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of statistical data and choose an approach using a combination of statistical methodologies, to create, maintain and update databases, identify, define and respond to clients' needs and requests; develop, statistical reports such as the "Labour Force Survey", locate diverse sources of data and determine its value, reliability and integrity.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to keyboard to input and/or retrieve data from computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to determine report criteria, and produce, maintain, and update statistical reports, interpret and provide explanation of numerical and statistical relationships to clients.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to identify and provide cost of services to clients from a schedule.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control quality of input information to database and/or statistical software.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise a Statistical Clerk, and appraise employee performance (1 FTE).	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on data, reports and statistical results to meet needs of clients.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens, printed reports and materials.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset clients.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 561.5

Level: Range 15