



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 326.3

Job Title: **STATISTICAL ANALYST**

Pay Grade: 17

### **GENERAL SUMMARY:**

Coordinates, develops and analyzes statistical data to provide technical support for special projects and reports. Evaluates data through the application of complex statistical methods and theories.

### **RESPONSIBILITIES:**

- Prepares and analyzes technical data and reports. Conducts advanced forecasting.
- Identifies problem areas and recommends and implements solutions.
- Writes computer programs for operations analysis and develops and implements software applications for special projects.
- Evaluates hardware and software products and specifications for statistical use.
- Analyzes data and limitation on data reliability for use by management, technical personnel and others.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Mathematics, Business Administration or a closely related field, with an emphasis in statistics and probability studies.

#### **EXPERIENCE:**

One year of experience in work requiring routine use of statistical analysis and probability studies is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activities requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Statistical Analyst

*Effective: October 1990*

*Revised: August 2004*