



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### STATISTICIANS

Class Title	Class Code	Pay Band	Alt Pay Band*
Statisticians-B	D2041B	45	
Statisticians-O	D2041O	50	
Statisticians-A	D2041A	55	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Engage in the development of mathematical theory or apply statistical theory and methods to collect, organize, interpret and summarize numerical data to provide usable information. May specialize in fields, such as biostatistics, agricultural statistics, business statistics, economic statistics or other fields.

#### Nature of Work

Contribute to scientific inquiry by applying their mathematical knowledge to the design of surveys and experiments. Decide where and how to gather data, determine the type and size of sample group, develop the survey questionnaire or reporting form. Play an important role in quality control and product improvement.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Employees in this Role gather, compile, analyze, and assist in interpreting statistical data.
- Employees apply statistical methods to research assignments in support of technical statistical personnel.

#### Recommended Education and Experience for Full Performance

High School Diploma or Equivalency and two (2) years of experience in collecting and assisting in interpreting statistical data.

#### Minimum Qualifications

High School Diploma or Equivalency and six (6) months of experience in collecting and assisting in interpreting statistical data.

#### Operational

- Employees in this Role perform technical statistical work of a general or specialized nature and select or modify methods used.

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- Employees develop and apply research methods and techniques in the collection, analysis, and presentation of statistical data.
- Employees write portions of technical reports to interpret and explain statistical data.

### **Recommended Education and Experience for Full Performance**

Associates Degree in Mathematics or Statistics and two (2) years of experience in research techniques, statistical theory and methods and report writing.

### **Minimum Qualifications**

High School Diploma or Equivalency and one (1) year of experience in collecting and assisting in interpreting statistical data.

### **Advanced**

- Employees in this Role participate in the compilation and analysis of the most advanced and complex statistical data.
- Employees train co-workers in the collection, processing, and presentation of data and coordinates the production of technical reports.

### **Recommended Education and Experience for Full Performance**

Associates Degree in Mathematics or Statistics and four (4) years of experience in research techniques, statistical theory and methods and report writing.

### **Minimum Qualifications**

High School Diploma or Equivalency and two (2) years of experience in collecting and assisting in interpreting statistical data.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

### **Skills**

**Mathematics** — Using mathematics to solve problems.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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**Science** — Using scientific rules and methods to solve problems.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Programming** — Writing computer programs for various purposes.

**Speaking** — Talking to others to convey information effectively.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011, 12/10/2015 (Min Quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*