<u>ASSISTANT STATISTICIAN – HEALTH</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under general supervision of the Director of Research and Evaluation, an incumbent performs statistical work and analyses. The incumbent assists in setting up data collection systems and/or utilizes existing data collection systems to monitor and track relevant health data, and participates in the evaluation and analysis of such data. Responsibilities include setting up data entry mechanisms, conducting data collections by various methods, working on data entry, performing statistical analyses, and writing brief statistical reports. Does related work as required.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Assists in the design, research, analyses, and compilation of vital statistics, morbidity, mortality, communicable diseases and other public health related studies, reports, and projects;

Reviews and suggests modifications in statistical reporting forms;

Performs statistical analyses for research purposes and/or any given projects as assigned;

Serves as a team member to carry through a project to its statistical conclusions;

Assists with relevant programs and personnel in the execution of any given projects;

Suggests suitable statistical methods in cooperation with other program personnel in any given project;

Distributes survey questionnaires to any interesting parties for data collection;

Compiles questionnaire responses involved in any given projects;

Assists in summarizing statistical data and editing for other offices and divisions of the Health Department for any departmental or divisional reports;

Answers requests for vital statistics, morbidity, mortality, communicable diseases, and other public health data from public health agencies and the general public;

Uses computer applications and/or software such as SPSS, SAS. Excel, word processing, calendar, e-mail etc. in performing work assignments;

Performs other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge and training in the field of public health and/or epidemiology; good knowledge of basic statistical techniques and methods; working knowledge of health and medical terms; ability to prepare clear, concise, and informative oral and written reports related to data analyses with pertinent data; ability to effectively use computer software and applications such as Microsoft office, SPSS, SAS, and/or other statistics packages; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* including or supplemented by 12 credits in epidemiology and/or statistics; and two years of experience where a primary function of the position was doing statistical work which must have involved participation in statistical research and the use of statistical software applications for data analysis.

SUBSTITUTION: A Master's degree* in public health, epidemiology, or closely related area, may be substituted for one year of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.