

## STATISTICAL UNIT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the preparation of departmental statistics; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position performs statistical work and supervises a statistical-clerical unit. This position is not that of a professional statistician; rather it involves performing statistical analysis of departmental data, compiling statistical records and data; and the production of numerous periodic statistical reports and special reports. Supervision is exercised over a number of clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the clerical staff in the compilation of data;

Compiles departmental data manually or using a personal computer, into various formats for reporting to departmental and state officials;

Controls, screens and forwards all departmental reports required by the New York State Department of Social Services;

Consults with departmental officials in reference to proposed studies and to developing statistical reporting procedures and formats;

Prepares and reports statistical data used in budget preparation;

Performs special statistical studies and makes reports upon request;

Serves as primary source of departmental data, and provides management with statistical data, trends, and estimates;

Assists in various miscellaneous projects;

Answers outside inquiries regarding statistical data, etc;

Performs special statistical studies for outside sources as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques used in compiling, tabulating, verifying and presenting statistical data on a non-professional basis; ability to plan, organize and supervise the work of others; ability to prepare clear, concise and informative oral and written reports related to the development of statistical studies and their results; ability to interpret complicated statistical requests; ability to assist in budget preparation; thoroughness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma and five years experience compiling and preparing statistical data.

SUBSTITUTIONS: Undergraduate level education may be substituted at the rate of 30 credit\* hours per year for up to four years.

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