

Job Title:	Statistician	FLSA Status:	Exempt
Agency:	CESA 5 or employing CESA	Reports To:	Research and Evaluation Coordinator
Department:	Wisconsin RtI Center		
Prepared By:	Beth Helmueller-Perkins	Prepared Date:	November 2015 Updated February 2020
Approved By:	Kathy Ryder, Director	Approved Date:	February 2016

SUMMARY

Under the direction of the Research and Evaluation Coordinator, the Statistician organizes, analyzes, and interprets data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, as well as compliance with all organizational policies and procedures. Other duties may be assigned.

- Organize, process, and maintain large, complex data files; including longitudinal files.
- Develop integrated spreadsheet and database templates for accumulating, formatting, and organizing program data.
- Identify strengths and weaknesses in different procedures and methods for data cleaning and analysis.
- Apply appropriate statistical and evaluation design and methods that fit the evaluation questions and project needs.
- Organize, validate, and test data for inaccuracies.
- Manipulate, transform, and analyze data results such as surveys, staff assessments, and student outcome data.
- Compile, code, and categorize data.
- Identify relationships, patterns, and trends in data.
- Summarize statistical and non-statistical findings. Clearly communicate findings in easily understood ways.
- Manage and effectively organize data sets that involve large amounts of missing data.
- Coordinate statistical activities for multiple projects simultaneously.
- Create, maintain, and update data dictionaries and coding guides.

MARGINAL DUTIES

- Conduct and prepare thorough literature reviews.
- Create reliable and valid measurement tools.
- Design surveys for data collection.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. A qualified candidate must possess the following competencies or knowledge:

- Understand basic and advanced statistical concepts and types of analyses.
- Able to establish and maintain relationships with a demonstrated capacity for working in a collaborative environment.
- Highly proficient and knowledgeable in the use of a statistical analysis tool such as R, STATA, or SPSS.
- Able to independently plan and organize time, balancing competing demands and projects. A self-starter.
- Proficient with Microsoft Office suite of applications including Word and Excel.
- Excellent analytical and problem-solving skills.
- Excellent written communication skills.
- Experience or background in culturally responsive evaluation.
- Accurate. Able to monitor own work to ensure quality.
- Curious. Eager to learn and explore.
- Demonstrated ability in designing and manipulating data using a computer database.
- Knowledge and experience of program evaluation principles, theories, concepts, and various statistical practices.
- Able to independently make decisions in a timely manner.
- Some knowledge of or experience with education-related data, such as academic, suspension, or office discipline referrals preferred, but not required.

EDUCATION AND/OR EXPERIENCE

A bachelor's degree in psychology, mathematics, education, public health, economics or related field, and at least two years of experience in analyzing data and/or a master's degree, specialized degree or certificate in statistics, measurement, research, evaluation, or a related field.

LICENSE

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee is frequently required to use hands to finger, handle, or touch objects. The employee must frequently lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in a variety of environments including but not limited to telecommuting (work at home), offices, and conference centers.

This position will require state-wide travel at a minimum of 10%. This includes overnight and day travel.

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.