PROTOTYPE POSITION DESCRIPTION FOR SESA QC DATA ANALYST

INTRODUCTION

This position is that of Data Analyst within the State Employment Security Agency Quality Control unit. The incumbent must understand the QC sampling concepts, approach, and methodology, including types of estimates and reliability desired, the intended usage of these estimates, the statistical concepts used, the application of these concepts to program needs at the State level, and the timing requirements for each estimate.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works in conjunction with Regional and National staff to assure that the statistical validity of the QC program is maintained. This includes providing documentation for statistical problems that may arise, as well as the procedures recommended to resolve them.

2. Assures the statistical validity and soundness of analyses and special studies that the SESA may undertake in order to analyze certain portions of the State UI QC program. This includes providing adequate documentation for sampling designs developed and implemented for special studies.

3. Performs analyses of data from the UI core QC sample, as well as any special studies that the SESA may undertake. This analysis will include development of computational methodologies using computers to create results needed to analyze the data.

4. Prepares program documentation for special studies to be performed. This documentation will include the purpose of the study, the sampling plan, and the proposed method of analysis. Any deviations from the study plan will also be documented.

5. Presents analysis results so that the purpose, scope, method, and results are easily understood by managers not familiar with technical presentations and facilitates formulation of Corrective Action Plans.

6. Assists in the development of training materials and/or gives presentations to non-technical/technical audiences at seminars/training conferences on QC program data and program implications.

7. Develops alternative solutions to problems identified under the core QC program or special studies and presents recommendations to management.

8. Serves on agency review committees and other task groups assigned to examine performance problems and recommend proposed solutions to State policy officials.

9. Assists in the development of corrective action plans to implement agency decisions based on data analyses and special studies.

10. May be called upon to provide assistance to the QC Supervisor in the management of the QC program.

SUPERVISION AND GUIDANCE

The incumbent is under the supervision of the SESA QC supervisor.

QUALIFICATIONS

This position requires experience in data analysis, particularly with regard to survey data. The incumbent is expected to have a statistical background, so that the incumbent will be able to understand the full scope of the statistical issues that arise, as well as the full impact of the techniques that are utilized to address these issues. It is expected that the incumbent will have successfully completed at least two college courses in statistics beyond the introductory level, and preferrably at least one course in sampling theory. In addition, the incumbent should be familiar with the use of one or more statistical computer packages, such as SPSS, or SAS. It is highly desirable that the incumbent has successfully completed college courses in at least one of the following areas: economics, operations research, and management decision making.