

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: STATISTICIAN IV -  
Statistical Analysis

SALARY GROUP: B22

DEPARTMENT: Executive Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Karen Hall DATE: 10/23/2015

POSITION #: 032224

**I. JOB SUMMARY**

Performs highly advanced statistical work. Work involves overseeing the planning, development, and presentation of statistical data and reports; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees and coordinates the Statistical Analysis program operations and activities; and develops plans, policies, and procedures for collecting, analyzing, interpreting, and presenting agency statistical data.
- B. Oversees, collects, compiles, analyzes, and interprets statistical data; conducts data quality assurance procedures and reviews to determine data reliability and compliance with laws, regulations, and agency policies and procedures; and prepares statistical information for various required monthly, quarterly, and annual reports, charts, and tables.
- C. Analyzes program operations and problems and makes recommendations in the development and integration of new methods and procedures.
- D. Responds to requests for information; develops and maintains liaison with program staff, other departments of the agency, and other agencies and organizations; and provides technical guidance and assistance.
- E. Plans, assigns, and supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Statistics, Research Methods or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning statistical analysis, criminal justice administration, or program administration experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Statistical analysis experience preferred.
5. Management or project coordination experience preferred.
6. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of statistical methods, research techniques, and the sources and availability of information.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to plan, organize, and oversee statistical research projects and reports.
5. Skill to direct the development of collection methods.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill to review technical data and prepare technical reports.
12. Skill to plan work in order to meet established guidelines.
13. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.