

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: STATISTICIAN II -  
Statistics

SALARY GROUP: B19

DEPARTMENT: Executive Services

Page 1 of 3

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: 01/07/2016

POSITION #: 032238

**I. JOB SUMMARY**

Performs complex statistical work. Work involves planning, developing, and presenting statistical data and reports. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and analyzes statistical reports, charts, and tables for use in agency presentations and publications; and provides complete and accurate information essential for critical decision making in the administration of agency business and security operations.
  - B. Collects data and performance measures and determines appropriate business rules for projects and assignments; and maintains reliable databases to ensure the statistical data can be replicated and expounded upon.
  - C. Provides liaison to agency employees; provides consultative services and technical assistance relative to data integrity, management, and presentation; and responds to legislative and public information requests.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**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 four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Four years full-time, wage-earning statistical analysis, criminal justice administration, or program administration experience.

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Page 2 of 3

3. Statistical analysis experience preferred.
4. Management or project coordination experience preferred.
5. 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 measurement, testing, and evaluation procedures.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to plan, organize, and oversee statistical research projects and reports.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
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 train others.

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Page 3 of 3

**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, 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.