

**POSITION DESCRIPTION**

**MATHCL STATCN, GS-1529-14**

|                 |  |                      |           |                      |            |                    |           |             |            |
|-----------------|--|----------------------|-----------|----------------------|------------|--------------------|-----------|-------------|------------|
| SETID           | HUD01  | JOB CODE             | HUD131    | DATE                 | 04/02/2005 | OPM CERT #         |           |             |            |
| PAY PLAN        | GS   | SERIES               | 1529      | GRADE                | 14         | PAY BASIS          | Per Annum | FUNC CLASS  | Other      |
| WORK TITLE      | Mathematical Statistician  |                      |           |                      |            |                    |           |             |            |
| SPVY LEVEL      | Other  | POSITION SENSITIVITY | Non Snstv | LEO POSITION         | N/A        | MEDICAL CHECK REQ. | No        | BUS CODE    | 0010       |
| FLSA            | Exempt   | PATCOB               | Professnl | EXECUTIVE DISCLOSURE | No         | EMPL/FIN INTEREST  | No        | FUND SOURCE | Approp Fnd |
| CLASSIFIER      |  |                      |           |                      |            |                    |           |             |            |
| CLASS STANDARD  | CROSS-REFERENCE HAS BEEN MADE TO THE GENERAL SCHEDULE PCS FOR MATHEMATICAL STATISTICIAN SERIES, GS-1529; TS-32 02 61, AND THE PRIMARY STANDARD TO ENSURE ACCURACY IN THE WORDING AND THE GRADE LEVEL |                      |           |                      |            |                    |           |             |            |
| DATE CLASSIFIED | 04/12/2005   |                      |           |                      |            |                    |           |             |            |

**MAJOR DUTIES**

Mathematical Statistician  
GS-1529-14

**INTRODUCTION**

This full-performance level position applies mathematical methods and techniques to statistical processes.

**MAJOR DUTIES AND RESPONSIBILITIES**

Researches, plans, and implements assigned projects requiring the application of mathematical statistical theory.

Plans and conducts project-related studies, which includes preparing specifications and developing new or modifying existing procedures.

Analyzes and evaluates the accuracy and validity of data. Develops and applies measures models to resolve problems. Documents results. Makes recommendations.

**FACTOR LEVELS**

**Factor 1 - Knowledge Required by the Position**

--Mastery of mathematical statistical theories and methodology to execute and control major statistical projects. This includes mastery of the professional concepts, principles and practices that enable the incumbent to use experienced judgment, rely upon knowledge of new developments, and apply experimental theories in solving problems of a novel or obscure nature or problems not susceptible to accepted methodology and in making decisions that result in the development of or significantly change important public policies or programs.

--Knowledge of organizational programs, terminology, procedures, and standards to exercise technical authority in significant programs.

--Thorough knowledge of pertinent public issues, program operations, goals, and objectives, and in-depth knowledge of management principles and practices and of governing administrative laws, policies, regulations and precedents.

--Knowledge and skill in the use of statistical software such as SPSS, SAS, or comparable statistical packages.

--Leadership skills necessary to direct, motivate, coordinate and integrate the work of others; to keep initiatives focused; to assess the effectiveness of efforts and programs; and to adjust programs and priorities accordingly.

--Skill in establishing and maintaining effective working relationships with individuals and groups interested in or affected by the program for which the incumbent is responsible.

--Skill in evaluating the effectiveness of the program managed and developing strategies for making the necessary improvements.

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- Ability to anticipate and develop strategies to address issues of potential sensitivity.
- Skill in responding to challenges or criticisms of a professional or political nature, in logically and persuasively addressing concerns, in establishing and maintaining professional credibility, and in gaining the understanding and support of those challenging program policies or professional opinions.
- Skill in the design and conduct of statistical research and evaluation methods, including sampling theory, survey design, questionnaire development, and research design.
- Skill in quantitative analysis using both descriptive statistical procedures and complex multivariate analysis.
- Skill in the use of personal computers and mainframe computers for the analysis of quantitative databases.

### Supervisory Controls

The supervisor provides general administrative direction defining the employee's responsibility in terms of broad program goals and objectives. The employee independently plans, designs, executes, and evaluates the overall program and determines the methods and resources for doing so. The incumbent's work is assessed only in terms of overall results achieved and objectives met. The incumbent is held directly accountable for the effectiveness of the program and his/her decisions and plans are accepted as technically authoritative.

### Factor 3 - Guidelines

General administrative policies and technical precedents exist, but they provide only limited guidance for specific work assignments. The incumbent exercises initiative and resourcefulness in deviating from traditional methods, using judgment in applying, adapting, and/or developing the methods and policies needed to address unique situations.

### Factor 4 - Complexity

The work consists of broad functions and processes in a specific area of the field. Assignments typically involve several phases/ aspects concurrently or sequentially. The particular issues and factors are largely undefined, requiring extensive probing and analysis to determine the exact nature and scope of problems. This work also may require continuing efforts to originate techniques, concepts, or theories.

### Factor 5 - Scope and Effect

Work assignments address various mathematical/statistical issues. Project findings and results may have an important impact on planning efforts, as well as provide a basis for introducing improvements to project-related activities.

### Factor 6 - Personal Contacts

Contacts are with employees throughout the organization who perform work for the assigned programs/projects. Contacts may include employees of other Federal agencies or the general public in a moderately unstructured setting.

### Factor 7 - Purpose of Contacts

The purpose is to plan and implement project assignments, exchange technical information, and resolve problems by motivating individuals or groups working toward mutual goals and to influence, motivate, interrogate, or control people or groups. The people contacted may be fearful, skeptical, uncooperative, or dangerous. The employee must be skillful in determining the appropriate approach, in negotiating and persuading others, and in establishing rapport in order to gain information.

### Factor 8 - Physical Demands

Work is primarily sedentary, requiring no special physical demands.

### Factor 9 - Work Environment

The work is performed in a typical office setting.

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**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

|     |      |
|-----|------|
| 1-8 | 1550 |
| 2-5 | 650  |
| 3-5 | 650  |
| 4-5 | 325  |
| 5-5 | 325  |
| 6-3 | 60   |
| 7-3 | 120  |
| 8-1 | 5    |
| 9-1 | 5    |

Total 3690 = GS-14 (3605 - 4050)