PART I   HAWAII HEALTH SYSTEMS CORPORATION   1.424
                            STATE OF HAWAII   1.425

Class Specifications
for the Classes:

STATISTICS CLERK I & II
SR-10; SR-12
BU:03

STATISTICS CLERK I   1.424

Duties Summary:

Collects, processes, refines, and aggregates data for statistical analysis; prepares statistical tables, charts, and graphs; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the independent performance of standard and routine general and statistical clerical work in support of research projects, involving the collection, processing, refining and aggregating data, and the preparation of tables, charts, and graphs. Included in the application of statistical concepts and formulas in the manipulation of data and their presentation in tables, charts and graphs.

A position in this class receives general supervision from a higher level clerical or professional supervisor.

Examples of Duties:

Collects and aggregates data from sources such as questionnaires, schedules, and personal interviews, or through file searches and review of records, reports and documents; checks and reviews data obtained fro completeness, accuracy, and consistency with regard to the purpose of the research study in which such data are to be used; verifies information by referrals, personal interviews or recomputations; converts data into statistical measures by using statistical formulas, tables or medians, percentiles, and measures of variability; classifies data according to established codes or categories; presents data by preparing statistical tables, charts, graphs, maps and diagrams; operates computer using software to perform presentations, graphs, diagrams, etc., may use adding machines and calculating machines; may prepare narrative summary statements, and reports; may supervise and instruct others in collecting and aggregating data; and maintains files and records of statistical reports, forms questionnaires, and other material.

Knowledge and Abilities Required:

Knowledge of: Methods and techniques commonly used in obtaining measures of central tendency and variability; techniques of graphic and tabular presentation of statistical data; office practices and procedures; and standard office machines and equipment.

Ability to: Make arithmetic computations and apply statistical formulas in computing statistical measures; prepare data clearly in tabular or graphic form; compare names and numbers and check arithmetic computations rapidly and accurately; understand tabular and graphic material and summarize data orally or in writing; deal tactfully with others.

STATISTICS CLERK II   1.425

Duties Summary:

Supervises and participates in the collection, processing, refinement, and aggregating of data and in the graphic presentation of such data; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by it's continuing responsibility for supervising a group of Statistic Clerks by planning, assigning, providing instruction, reviewing and evaluating work tasks according to general procedures specified by higher-level personnel, in addition to compiling statistical data and preparation of statistical presentations.

Examples of Duties:

Plans, assigns, and reviews the work of clerical subordinates; coordinates all statistical clerical work in an office; selects alternative methods of checking, processing, and recording data and instructs others in these matters; supervises and participates in the collection and assembling of data from sources such as questionnaires, schedules, interviews, or through file searches and review of records, reports, and documents which includes the extraction of pertinent information requiring judgment in selection; reviews questionnaires, schedules, and forms completed by respondents for accuracy, completeness, and consistency of information and instructs subordinates in these activities; verifies information by referrals or by personal interviews; supervises and participates in the assembling and converting of data into standard or common

measures; instructs subordinates in methods of preparing tables, charts, graphs, maps, diagrams and/or narrative summaries; prepares reports summarizing finding; computes averages, percentages, ranges, and other statistical measures and instructs subordinates in these activities; supervises the clerical preparation of material for presentation; prepares procedural manuals of instructions and supervises subordinates in preparing portions thereof as necessary; evaluates work performance of subordinates; maintains records of statistical reports, forms, and other material; and represents the section in working with other sections and in dealing with representatives of other agencies.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; methods and techniques commonly used in obtaining measures of central tendency and variability; techniques of graphic and tabular presentation of statistical data; office practice and procedures; and standard office machines and equipment.

Ability to: Plan, assign, review, and evaluate the work of others; make arithmetic computations and apply statistical formulas in computing statistical measures; prepare data clearly in tabular or graphic form; compare names and numbers and check arithmetic computations rapidly and accurately; understand tabular and graphic material and summarize data orally or in writing; and establish and maintain effective working relationships with others.

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This is the first class specifications for the classes, STATISTICS CLERK I & II.

DATE APPROVED: <u>October 25, 2007</u>   _____
                                                JANICE WAKATSUKI
                                                VP/Director of Human Resources