**RECOMMENDED**

MR# 023816 IP# 00023816

**POSITION DESCRIPTION COVER SHEET**

4. **TITLE**

**Mathematical Statistician**

**OFFICIAL**

10. **TITLE**


GS 1529 31 07 10 05 2010

16. **IA**

17. **CLASSIFIER**

Sheila J. Oglesby

Yes

8. **ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st

National Agricultural Statistics Service

5th

2nd

Office of Deputy Administrator for Field Operations

6th

3rd

North Dakota Field Office

7th

4th

Fargo, North Dakota

8th

**SUPERVISOR'S CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. **SUPERVISOR'S SIGNATURE**

Janice Goodwin

Director, Western Field Operations

09/21/2010

20. **DATE**

22. **SECOND LEVEL SUPERVISOR'S SIGNATURE**

23. **DATE**

21. **SUPERVISOR'S NAME AND TITLE**

Janice Goodwin

Director, Western Field Operations

24. **SECOND LEVEL SUPERVISOR'S NAME AND TITLE**

**FACTOR EVALUATION SYSTEM**

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<td>1. Knowledge Required</td>
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<td>6. Personal Contacts</td>
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<td>2. Supervisory Controls</td>
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<td>7. Purpose of Contacts</td>
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<td>5. Scope and Effect</td>
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27. **TOTAL POINTS**

28. **GRADE** 07

**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. **SIGNATURE**

30. **DATE**

10/05/2010

31. **NAME AND TITLE**

Kathleen A. Muir, Supervisory Human Resources Specialist

32. **REMARKS:**

33. **OPM CERTIFICATION NUMBER**

FLSA: N  POS SEN: Non-Sen/Low Risk  FPL: GS-12

FORM AD-332 (Reverse) (4/86)
INTRODUCTION

The purpose and duties of this organizational unit are defined in the functional statement for the National Agricultural Statistics Service (NASS).

This position is located in one of 46 NASS Field Offices (FO), which carry out the agricultural estimating and reporting programs for the United States and for State governments through cooperative agreements.

The incumbent in this position performs a variety of mathematical and/or agricultural statistical assignments of limited complexity and difficulty. The work requires the application of mathematical statistical theories, techniques, methods, and concepts to determine the reliability, validity, precision of measurement, and probability of inferences in quantitative information. This is an advanced developmental position that will provide the incumbent with training and work experience sufficient to assume assignments of increased responsibility. He/she may be assigned to any of several commodity program groups within the organizational structure of the office.

The employee in this position is non-exempt from provisions of the Fair Labor Standards Act.

MAJOR DUTIES AND RESPONSIBILITIES

A. Using standard research procedures and working with more senior members of the staff, defines problems, plans and conducts research and investigations, and interprets and documents findings; recommends new or improved mathematical methods and techniques for statistical sampling, assembly, and computation, and for the summarization of data and preparation of reports. Recommends new or revised survey forms and questionnaires to facilitate the gathering of survey data.

B. In a training capacity and working with more senior members of the staff, assists in developing plans and procedures for the conduct of surveys and for the analysis and preparation of estimates, forecasts, and reports. Establishes guidelines for machine and other editing, determines validity and representative quality of reports, assures comparability of indications, eliminates erroneous or unrepresentative reports, and ensures proper sampling at the county, district, and State level. Analyzes data for accuracy, validity, and reliability.
C. With assistance from more senior members of the staff, analyzes summarized survey indications and prepares estimates, forecasts, and supporting analytical and interpretative comments for reports. Checks data and analyzes current indications in relation to historical records and other existing conditions affecting items surveyed. Assesses variability and bias in sample data. Reads and interprets regression and correlation charts. Assists in preparing final recommendations for estimates and forecasts and in writing analytical and interpretive comments to substantiate conclusions.

III. EVALUATION FACTORS

Factor 1: Knowledge Required by the Position  Level 1-6, 950 points

Professional-level knowledge of and skill in applying general mathematics and mathematical statistics, including probability and sampling theory, to perform limited studies that have defined program objectives, analyze factual information, and identify trends.

Ability to evaluate critical factors relative to the assignment area and draw rational inferences in order to assist in preparing technical reports of methods and findings.

Knowledge of Agency sampling frame maintenance systems (e.g., list, Census, area, release), sampling systems, and control data capture in order to perform maintenance and sampling activities.

Ability to use automated data processing techniques to process statistical data, execute jobs, review output, construct tables and graphs, and conduct research.

Ability to speak and write effectively in order to prepare reports and participate in meetings and training activities.

Factor 2: Supervisory Controls  Level 2-2, 125 points

Administrative supervision is provided by the Deputy Director. Technical direction, including day-to-day guidance and oversight, is provided by a more experienced member of the staff, most commonly a Group Leader. The supervisor defines the objectives, scope, and limitations of the work; establishes deadlines or milestones; and sets priorities. For new or more difficult assignments, additional instruction is provided, including specific guidance on how to proceed. Within the parameters outlined, the incumbent is expected to perform the tasks independently, with the supervisor intervening should unforeseen problems arise. The work is reviewed closely for accuracy and fulfillment of requirements.
Factor 3: Guidelines  Level 3-2, 125 points

Guidelines include office work plans, established precedents, Agency directives and manuals, technical manuals, and spoken and written directions that provide specific instructions for performing the work. The incumbent exercises judgment in selecting the information needed to complete a given assignment. Situations requiring significant deviation from accepted guidelines are referred to the supervisor.

Factor 4: Complexity  Level 4-3, 150 points

The work consists of assisting and participating with senior staff in planning and conducting analytical statistical studies associated with major agricultural estimates programs. The incumbent analyzes and interprets data, ensuring their statistical accuracy, and prepares reports. He/she must understand the full range of the work of the office and how the different functions interact in order to select the best technique to use in a given situation or the best way to present findings.

Factor 5: Scope and Effect  Level 5-2, 75 points

The work involves performing specific related tasks or assisting in more complex, diverse tasks to address various statistical issues relevant to the survey and estimating program of the office, the goal being to improve survey design and performance. Completion of the work impacts the accuracy, reliability, and timeliness of the statistical information produced.

Factor 6: Personal Contacts  Level 2

Contacts are primarily with co-workers in the office, survey enumerators, and occasionally with farmers and ranchers or employees of farm-related businesses and organizations. Contacts outside the Agency are generally made in the company of a more senior member of the staff.

Factor 7: Purpose of Contacts  Level B, 75 points

Contacts are for the purpose of exchanging information, planning and coordinating the work, and solving problems. Contacts are generally supportive and cooperative.

Factor 8: Physical Demands  Level 8-2, 20 points

While the work is primarily sedentary, it may occasionally require visits to farms or ranches and to various livestock, crop, dairy, or poultry facilities. In the course of these visits, the incumbent may be required to walk long distances into fields, carry equipment, harvest and weigh several pounds of crops, etc. Occasional driving of a motor vehicle may be required.
Factor 9: Work Environment  

Apart from the site visits noted above, the work is performed in a comfortable office setting. When visiting farms or agricultural processing plants, some protective clothing may be required and safety precautions must be exercised.

IV. UNIQUE POSITION REQUIREMENTS

The incumbent participates in the Agency’s Technical Development Program and receives training in management techniques and practices.

The work may require travel away from the official duty station; occasional overnight travel may be required.

The incumbent is subject to reassignment to other field offices or to NASS Headquarters, contingent on the needs of the Agency.

V. SUPPLEMENTAL OR ASSOCIATED DUTIES

None.

TOTAL POINTS: 1540 = GS-07
FLSA Determination Form  
(FLSA Worksheet Attached)

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<thead>
<tr>
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| Location      | USDA/NASS  
North Dakota Field Office  
Fargo, North Dakota |

FLSA DETERMINATION:

_X_ NONEXEMPT  _______EXEMPT

NONEXEMPT: Attached FLSA Worksheet provided as assistive device.

EXEMPT CLASSIFICATION – Provide rationale for making exempt determination in space below. (Attached FLSA Worksheet provided as assistive device – documentation must contain specifics from the position description/duties actually performed.)