

*****RE-ANNOUNCEMENT*****

**OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT**

To apply, follow the application procedures at the Human Capital Management's website: <http://jobaps.com/ok>, OR if you are a current State employee or have reinstatement rights, please apply at <http://www.jobaps.com/OK/promo.asp> prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

ANNOUNCEMENT NUMBER: **2018-84/LDM** OCC PIN NUMBER: **18500203** NO. OF VACANCIES: **1**

JOB TITLE: **STATISTICAL RESEARCH SPECIALIST** CODE: **E46A** PAY BAND: **H** ANNUAL SALARY: **\$36,000.00**

POSTING DATE & TIME: **March 1, 2018** **8:00 a.m.** *

CLOSING DATE & TIME: **March 22, 2018** **4:30 p.m.** *

FLSA LISTING: EXEMPT X NON-EXEMPT

IMMEDIATE SUPERVISOR: **Virginia Hullinger, Manager , Technical Department**

LOCATION OF WORK: **Oil & Gas Conservation Division, Oklahoma City, OK**

MINIMUM QUALIFICATIONS:

Minimum qualifications at this level consist of a bachelor's degree which includes nine (9) semester hours in statistics, statistical research methods, economics, demographic or social research statistics.

TYPICAL FUNCTIONS:

- Receives, reviews and compiles complex statistical data; compiles and edits data for accuracy and completeness.
- Prepares questionnaires and other forms for use in gathering and reporting data; applies statistical procedures and tabulations in analysis of data collected.
- Provides consultation to managers and administrators to aid in the development of appropriate assessment and evaluation mechanisms for programs and services.
- Prepares and arranges statistical tables and charts for compilation into manuals, handbooks and reports.
- Analyzes and interprets data, using statistical research programs or other methods, and makes projections based on statistical inference.
- Conducts studies and develops plans to determine availability and development of resources, facilities and services.

APPLICANT SOURCE: ALL SOURCES