

If you are using the specified 12 college credits to qualify, you must submit a copy of your transcripts with your online or paper application. (See the "How To Apply" Section.)	TEST ANNOUNCEMENT NUMBER 2011-010 ISSUED JUNE 29, 2011
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**Commonwealth of Pennsylvania  
State Civil Service Commission**

Examinations

for

**STATISTICIANS**

Exam <u>No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Range</u>
1.	Descriptive Statistician 1	00810	ST06
2.	Descriptive Statistician 2	00820	ST07
3.	Statistical Analyst 1	05660	ST06
4.	Statistical Analyst 2	05670	ST07

**When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.**

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

**NATURE OF WORK**

Descriptive Statisticians collect, organize, classify, and summarize quantified data to produce reports for an assigned phase of a major report or special study. Descriptive Statisticians 2 work with greater independence on more difficult and complex assignments, and may also function as lead workers, and may direct the work of employees engaged in collecting, classifying, summarizing, and presenting quantified data.

Statistical Analysts collect, organize, classify, and analyze quantified and statistical data in projects and special studies. They develop study plans, determine data needs and statistical techniques to be applied, and prepare reports or studies. Duties and responsibilities increase in difficulty and complexity at the 2 level.

**JOB REQUIREMENTS**

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement.

You must be willing to travel. Travel expenses will be paid.

You must be a Pennsylvania resident, of good moral character and able to perform the essential functions of the job.

**Minimum Requirements**

**Descriptive Statistician 1**

Two years of experience as a Statistical Assistant; **OR** 1 year of experience in the collection, compilation, editing and logical interpretation of quantified data and a bachelor's degree; **OR** a bachelor's degree that includes or is supplemented by completion of 12 semester hours of coursework in statistical theory and methods or in courses placing major emphasis on the application of statistical methods to specific subject matter fields; **OR** an equivalent combination of experience and training.

**Descriptive Statistician 2**

One year as a Descriptive Statistician 1; **OR** 2 years of experience in the collection, compilation, editing and logical interpretation of quantified data and a bachelor's degree; **OR** 1 year of experience in the collection, compilation,

editing and logical interpretation of quantified data and a bachelor's degree that includes or is supplemented by completion of 12 semester hours of coursework in statistical theory and methods or in courses placing major emphasis on the application of statistical methods to specific subject matter fields; **OR** an equivalent combination of experience and training.

#### Statistical Analyst 1

A bachelor's degree in statistics or mathematics, including or supplemented by completion of 12 semester hours of coursework in statistical theory and methods or in courses placing major emphasis on the application of statistical methods to specific subject matter fields; **OR** an equivalent combination of experience and training.

#### Statistical Analyst 2

One year as a Statistical Analyst 1; **OR** 1 year of experience in statistical analysis and a bachelor's degree including or supplemented by 12 semester hours of coursework in statistical theory or in courses placing major emphasis on the application of statistical methods to specific subject matter fields. Appropriate graduate study in statistical theory or methods, mathematics or a related field may be substituted for the required experience on a year-for-year basis; **OR** an equivalent combination of experience and training.

#### Clarification of Requirements

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will **not** be accepted.

### **JOB OPPORTUNITIES**

#### **EQUAL OPPORTUNITY EMPLOYER**

There are 41 filled Descriptive Statistician 1 and 2 positions in nine state agencies (31 of the positions are with the Pennsylvania Department of Labor and Industry). Most positions are located in Dauphin County.

There are 24 filled Statistical Analyst 1 and 2 positions in 10 state agencies (7 of the positions are with the Pennsylvania Department of Labor and Industry and 6 of the positions are with the Pennsylvania Department of Health). All are located in Dauphin County.

Additional opportunities may occur due to normal turnover from retirements, promotions, transfers, resignations and so forth.

For the most recent information on job opportunities, contact:

Pennsylvania Department of Labor and Industry, Bureau of Human Resources, Labor and Industry Building – Room 1447, Harrisburg, Pennsylvania 17121, Telephone: (717) 787-9767, Internet: [www.dli.state.pa.us](http://www.dli.state.pa.us)

Pennsylvania Department of Health, Bureau of Human Resources, Health and Welfare Building – Room 126, Harrisburg, Pennsylvania 17120, Telephone: (717) 787-6002, Internet: [www.health.state.pa.us/employment](http://www.health.state.pa.us/employment)

Pennsylvania Department of Public Welfare, Bureau of Human Resources, Health and Welfare Building – Room 106, P. O. Box 2675, Harrisburg, Pennsylvania 17105-2675, Telephone: (717) 787-5068, Toll Free: 1-800-346-4254, Internet: [www.dpw.state.pa.us](http://www.dpw.state.pa.us)

For job opportunities in other state agencies, contact the agency where you wish to work. Current telephone numbers can be found in the telephone directory under "Government Offices - State."

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

### **TESTING**

The test will be administered on a computer. Information about computerized testing is available online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) **OR** in paper form at any State Civil Service Commission office.

You will have a maximum of 3 hours to complete the test which will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>	
	<u>Descriptive Statistician 1</u>	<u>Descriptive Statistician 2</u>
	<u>Statistical Analyst 1</u>	<u>Statistical Analyst 2</u>
Mathematical Problems	15	15
Basic Statistics	35	35
Charts and Graphs	25	25
Data and Table Interpretation	20	20
Report Preparation	10	10
Data Processing	10	10
Advanced Statistics	<u>-</u>	<u>20</u>
Totals	115	135

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Allentown, Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Information Services Unit; Telephone (Voice) (717) 787-7811, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 783-8896.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles and you take this test, your most recent examination result will be the only one counted.

**TEST RESULTS**

Employment and promotion lists will be established. You will be notified in writing of your test results.

**HOW TO APPLY**

Apply online at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) or submit your completed paper application to:

State Civil Service Commission  
ATTN: Applications  
P.O. Box 569  
Harrisburg, PA 17108-0569

**If you are using the specified 12 college credits to qualify, online and paper applications both require submission of a copy of your transcripts at the time of application. Unofficial transcripts are acceptable. Enter your name and Social Security Number at the top of the transcripts. Send by e-mail to [RA-cs-transcripts@state.pa.us](mailto:RA-cs-transcripts@state.pa.us) or fax to (717) 787-8650 or mail to the above address.**

Applications and further information can be obtained from:

- 1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (717) 772-2685

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (215) 560-4367

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (Voice) (412) 565-7666, Text Telephone **(Deaf/Hard-of-Hearing callers only)** (412) 565-2484

Internet: [www.scsc.state.pa.us](http://www.scsc.state.pa.us)

2. PA CareerLink offices
3. The Human Resources offices listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."