Analytical Statistician

Position Description:
The Analytical Statistician (AS) maps, develops and supervises timelines for statistical and data management activities in support of managerial requirements in multiple HCIFS divisions. The AS provides statistical input to feasibility assessments, writes statistical analysis plans for assigned projects, conducts reviews of procedures and data management documents constructed by division directors and project leads, and participates in examining the efficiency performance of staff within assigned project parameters. The AS prepares statistical sections of standard operating protocols and provides statistical support to a variety of research and casework activities. The AS prepares management assessments and reports on an adhoc basis.

Required Education:

Preferred Experience:
- Experience in analytical statistics, operations research, industrial engineering, or a closely related field

Work Schedule:
- 40 hours per week, 8 hours per day with normal office hours
- Will require responsiveness 24 hours, 7 days per week subject to requests unique to the Medical Examiner’s Office

Skills:
- Demonstrated comprehension of statistical theory, methodologies, and execution of standard statistical software applications. Experience with calculating and evaluating uncertainty of measurements is a plus.
- Ability to become familiar with forensic principles, terminology, and analysis in order to carry out assignments
- Ability to analyze laboratory and pathology services’ workflow in a forensic environment and identify more effective processes
- Ability to apply statistical tests and treatment to research and casework data
- Demonstrated familiarity with work measurement techniques (i.e. stop watch, predetermined data, and time ladders)
- Must employ logic and attention to detail but be flexible in collecting and examining data to address new challenges as they arise
- Ability to quickly learn and understand the existing system capabilities of Medical Examiner and Crime Laboratory software applications (i.e. JusticeTrax, PathAssist and LIMS) in order to work with Systems Support to resolve issues
• Strong computer skills, including advanced proficiency in MS Office applications, including Word, Excel, and PowerPoint
• Strong written and verbal communication skills, ability to interact with people at all levels and present data in a concise and understandable way to those without expertise in the subject matter
• Develop written documents and diagrams with clearly organized thoughts using proper English, sentence construction, punctuation and grammar
• Ability to effectively communicate orally with internal customers, co-workers, and the public face-to-face or via telephone in one-on-one and/or group settings
• Must work cooperatively with other Medical Examiner Offices, Crime Laboratories, Research Clinical Laboratories, Health Care Facilities, and County agencies
• Must be able to work on multiple assignments and meet and manage time constraints

Routine External Contacts:
This position will have routine contact with other counties and public agencies.

Duties:
• Assists with evaluation of proposed technological or operational changes in all forensic disciplines
• Performs needs assessments and conducts cost-benefit analysis
• Develops cost recovery fees for professional, consultation and testing services provided and in preparation for the IFS Fee Schedule
• Designs systems, procedures, forms, and work measurements to effect methods improvement, work simplification, improvement of manual processing, or for adaption to computer robotics and/or automation
• Designs control reporting systems for use in unit measurement for evaluation of performance and for determination of staffing levels
• Studies operational problems such as laboratory space utilization, equipment utilization, management reporting systems, staffing patterns and schedules, and written recommendations for changes and/or improvements
• Develops project plans to achieve established objectives and time schedules
• Identifies work elements in detail and develops complex process maps, work standards, and identifies method improvements
• Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service
• Analyzes and interprets statistical data to identify significant differences in relationships among sources of information.
• Designs and assists in the design of experiments, trials and sampling techniques to ensure valid conclusions may be drawn from results
• Analyzes problems in terms of management information
• Defines data requirements and gathers and validates information applying judgment and statistical tests
• Prepares reports to management defining problems, evaluations, and possible solutions
• Works in association with pathologists, scientists, and management personnel in business, law enforcement, attorneys, government, health, transportation, energy, manufacturing, environmental, sciences, or other technologies
• Performs other duties as assigned by the Chief Administrative Office or the Executive Director and Chief Medical Examiner

**Additional Requirements:**
• Must pass an alcohol and drug test. May be subject to random testing
• Must pass a criminal background check
• Ability to travel as necessary and work special hours based on the project assignment
• Must be willing to sign a confidentiality statement
• Must be able to adapt and move freely in various aspects of the forensic center depending on the assignment at hand
• May be required to accompany HCIFS personnel to various sites to gather operational information related to an assignment

**FLSA Status:** Exempt

**Compensation:** Salary will be discussed during department interview; commensurate with experience.

**For application instructions, please visit Harris County Human Resources and Risk Management at** [http://www.harriscountytx.gov/hrrm/employment.aspx](http://www.harriscountytx.gov/hrrm/employment.aspx).