

Forecasting Assistant

DEFINITION

This is unique statistical and forecasting work focused on the preparation, processing and interpretation of a wide range of statistical summaries including various operational and field data.

Employees of this class are expected to work with senior department officials in initiating, compiling and interpreting various reports and forecasts. Relevant statistical information is summarized in written reports and in the form of tables and graphs to assist with decision making and evaluation of business operations.

Incumbents may be required to provide project leadership or supervision of the day-to-day work activities of support staff assigned to the area.

TYPICAL DUTIES *

Use historical data as the basis of estimating future outcomes for the purpose of organizational planning by senior staff.

Use pertinent information to identify emerging patterns.

Respond to statistical requests from internal and external clients ensuring the appropriate data is captured.

Compile data from various software and other sources to create various statistical reports as required.

Prepare complex statistical data and summarize relevant statistics in written reports and in the form of tables and graphs to assist with the decision making of superiors.

Check all statistical reports for accuracy by testing and validating the data.

Provide an interpretation of data produced.

Maintain records, files, reports and other related data on activities and services.

Compile and maintain appropriate reference libraries including historical data and files.

Advise and communicate with key departments of any action required to take to maintain service level goals.

Maybe required to provide project leadership or supervision of the day-to-day work activities of support staff assigned to the area.

Perform related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to summarize, prepare, and interpret complex statistical reports for management
- Ability to make arithmetical calculations rapidly and accurately
- Considerable knowledge and proficiency of statistical hardware and software applications specific to the area of specialization
- Highly organized with demonstrated analytical, and problem solving skills with strong attention to detail
- Effective oral and written communication skills
- Knowledge of the organization, policies and regulations in the area of specialized work studies
- Ability to plan, coordinate and supervise the work of subordinates

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Graduation from a recognized community college or technical institution with a diploma in statistics or mathematics, or a related program, supplemented by a minimum of three (3) years experience in the compilation and interpretation of complex statistical reports and summaries. Experience in the specific work area is an asset.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0332		0333	
Last Updated:	2010-07			
Previous Updates:	1983-06, 1981-04			
Originated:	1978-10			