



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0453

MANAGER OF EMPLOYMENT STATISTICS PROGRAM

GRADE N

SCOPE OF WORK:

Work involves leading program specific activities involved in conducting research and statistical analysis required to support Job Service North Dakota's Labor Market Information (LMI) Center.

DUTIES PERFORMED:

- Manage, direct, develop, and evaluate employment statistic program activities and staff conducting research and statistical analysis.
- Plan and direct labor market studies and projects.
- Develop policies and procedures for conducting research and analysis and evaluating activities.
- Direct the analysis and interpretation of LMI data for internal and external uses.
- Implement and monitor program goals and operating policies.
- Determine methods and collaboration required for data collection program partnerships, customer consultation, and publication requirements in regards to website and IT specifications.
- Participate in planning, forecasting, and evaluating current trends and best practices relating to employment statistics program.
- Oversee website and database maintenance, updates, upgrades and redesigns required.
- Develop and monitor the program's budget and prepare annual reports.
- Monitor and update projections of program grant expenditures through analysis of legislation, programmatic changes, and statistical trends.
- Develop and deliver presentations and training on LMI topics to job seekers, employers, educators, economic developers, and state and local governments.
- Serve as employment statistics program liaison on various committees and workgroups.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in statistics, mathematics, economics, business or public administration, and five years of experience in performing research and statistical analysis involving one or more major programs and services. A master's degree in one

of the above fields and two years of experience will also fulfill the requirements. Experience must have included two years in managing a professional staff. The employing agency, at its discretion, may substitute professional work experience for a formal education requirement.

Eff. Date: 9/78 - Chief of Research and Statistics (class code 4347)

Rev: 1/91 - Rewritten, changed title and grade

Rev: 5/97 - Rewritten in current format

Deleted: 4/00

Eff. Date: 3/01 - Re-established under new class code, title, and grade

Rev: 7/12 – Conversion to Hay System

Rev: 5/14 – Revised title, job duties, and grade