



## Department of Administrative Services JOB ANNOUNCEMENT

<b>ANNOUNCEMENT #:</b>	200905	
<b>JOB TITLE:</b>	Statistical Research Analyst – Office of Fleet Management	
<b>LOCATION:</b>	200 Piedmont Avenue, West Tower; Atlanta, GA 30334	
<b>APPLICATION DEADLINE:</b>	Open until filled	
<b>WHO MAY APPLY:</b>	All Applicants	
<b>PAY GRADE:</b>	17	Position eligible for alternative work schedule
<b>PAY GRADE SALARY RANGE:</b>	\$59,293	Salary commensurate with qualifications and experience

**GENERAL DESCRIPTION:**

The Office of Fleet Management (OFM) is responsible for the centralizing of the state’s fleet functions, and provides guidance on vehicle purchases, assignments, usages, maintenance, operation and disposal. OFM ensures efficient and cost effective operation for the state’s motor vehicles and minimize the life cycle cost associated with ownership of state vehicles. OFM currently seeks a team member who will maximize these efforts as we establish and maintain a central database for vehicle management.

**Job Responsibilities:**

- Perform statistical and regression analysis of agency fleet data and create analytical modeling to study fleet data patterns and make recommendations.
- Perform statistical calculations showing standard deviation of data sets by agency to determine actual quality and compliance levels.
- Utilize existing fleet data to create business case scenarios complete with findings and recommendations to present cost reduction savings to leadership.
- Perform analysis of internal processes and make recommendations to streamline and reduce costs.
- Design, establish, update and manage the fleet management metrics, statistical trending and data benchmarking.
- Design benchmarks for comparison to internal and external sources for validation.
- Create a data quality control process to audit each agency on a regular basis with a goal of bringing them into compliance.
- Analyze fleet fuel data.
- Assist with data analysis to provide management with compliance information related to the vehicle request (VR) and Assignment Take-home (MV1) processes.
- Work very closely with and provide backup for the System Administrator with regards to system technical issues and support of the Maximo (VITAL) application.
- Review the integrity and quality of the data by agency identifying bad or missing data sets and data outliers.

**MINIMUM ENTRY QUALIFICATIONS:**

- Bachelors Degree in Statistics, Analysis or related field and one year of experience in data and statistical research and analysis and database management; **OR**
- Five years of experience in data and statistical research and analysis and database management.
- Proficient in Microsoft Office Suite 2007 which includes: Word, Access, Outlook, PowerPoint and advance Excel.
- **Internal applicants:** One year at the lower level or position equivalent (GSP011)

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Seven years of experience in data and statistical research and analysis and database management.
- One year of UNIX knowledge using UNIX commands.
- Statistical analysis functions with knowledge of templates and creation and use of built in macro functionality.
- SQL knowledge for developing queries and extracting data from relational database.
- Knowledge of Maximo application or other commercial off-the-shelf fleet management applications.

**HOW TO APPLY:** All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: [www.doas.ga.gov](http://www.doas.ga.gov); resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: [recruiter@doas.ga.gov](mailto:recruiter@doas.ga.gov) or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- Applications/resumes received without a job title or announcement number will be considered unsolicited applications and will not be reviewed.

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