

ARIZONA CRIMINAL JUSTICE COMMISSION

Arizona Criminal Justice Commission's mission is to continuously address, improve, sustain, and enhance public safety in the State of Arizona through the coordination, cohesiveness, and effectiveness of the Criminal Justice System. Visit our website at <http://www.azcjc.gov>

SENIOR RESEARCH ANALYST

Statistical Analysis Center (SAC)

Open until filled. 1st review of Resumes: 12/13/2017

LOCATION

1110 West Washington Street, Suite 230 – Phoenix, Arizona 85007
Free covered parking, front door access to public transit, and café onsite.

JOB SUMMARY

The Senior Research Analyst has direct responsibility to work closely with, and provide guidance to, criminal justice agencies in Arizona. This position will have responsibility for a wide-range of projects centered on all aspects of criminal justice in Arizona while working with local, state, and academic research leaders.

The Senior Research Analyst will join the Statistical Analysis Center (SAC) team. The SAC is the statewide equivalent of the national [Bureau of Justice Statistics \(BJS\)](#) and is an active member of the [Justice Research and Statistics Association \(JRSA\)](#). The SAC team consists of a Program Manager, two Senior Research Analysts, and three Project Specialists.

ESSENTIAL JOB FUNCTIONS

- Develops high-level statistical analysis reports that will be used by the ACJC, the Arizona legislature, the Executive Branch, and other Arizona criminal justice agencies.
- Compiles, edits, and reports research data and makes statistical projections based on the evaluation of data.
- Prepares the final draft, and edits reports and other analytical papers that are presented to the Arizona Criminal Justice Commission for utilization by other criminal justice agencies throughout Arizona.
- Makes initial decisions regarding project and grant parameters such as: developing and designing the structure of research and analysis of projects and grants; resource management and scheduling; the development of analysis methodology and application, and report content and presentation.
- Performs presentations on research conducted by the SAC to the Arizona Criminal Justice Commission, its partners, and citizenry as required.
- Monitors the quality and timeliness of deliverables to ensure excellence in the services provided.
- Conducts the collection, analysis, and cleaning of data as needed for the completion of projects and grants.
- Directs the accurate, timely preparation and submission of all required reports to management, the Commission, and public (local, state, and federal) sources.
- Works with the appropriate organizations within Arizona to secure the commitment and resources required to support key research initiatives.
- Consults with all areas of internal program management at ACJC responsible for policy or actions of the agency.
- Coordinates the activities of, and provides guidance and mentoring to, SAC Project Specialists.
- Keeps abreast of current trends and practices in their field of expertise.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Demonstrated knowledge of research methodologies and applications utilizing statistics, data, and other relevant information.
- Considerable knowledge of practical report writing, including grant writing.
- Exceptional knowledge of the analysis of compiled data (qualitative & quantitative), statistics, program evaluation, and related information.

Skilled in:

- Exceptional analytical skills, including the ability to absorb large amounts of data and information.
- Producing written materials for public consumption including reports, journal articles, and other relevant materials.
- Creating and giving presentations of data and other project materials to diverse audiences.

- Proven interpersonal, project management, and organizational skills, as well as excellent verbal and written communication skills.
- Exceptional skills in data analysis (qualitative & quantitative), research, survey methodology, and evaluation.
- Proficiency in SPSS, Internet for research, and Microsoft Office products (Outlook, Word, Access, PowerPoint, and Excel) is required.

Ability to:

- Highly developed ability to visualize the parameters, the essential elements, the functional applications, and the appropriate methodologies to plan and implement a proposed statistical project.
- Proven leadership ability with strong relationship skills.
- Work with diverse stakeholders within and external to the agency, sometimes with competing interests to develop collaborative positions.
- Team player and participates fully in coordination efforts within the criminal justice system.
- Ability to work both independently and in concert with other research partners within and external to the agency on multiple projects and tasks.
- With limited supervision: complete tasks timely, accurately, and within project deadlines.
- Communicate effectively; establish and maintain professional working relationships with a broad spectrum of stakeholders including staff, employees from other agencies, and public officials.

EDUCATION AND EXPERIENCE

- A graduate degree from an accredited college or university with a specialty in statistical analysis, evaluation, criminal justice research, or closely related area is required.
- Three years of progressively responsible experience in criminal justice, in a governmental or an academic setting. Plus, minimum one-year experience writing for and/or working on grant projects.
- Familiarity with official, victimization, and self-report crime and criminal justice data sources.
- Familiarity with the utility of Geographic Information Systems (GIS), Uniform Crime Reports (UCR), and general information sharing of criminal justice data for the purpose of research and analysis.

PRE-EMPLOYMENT REQUIREMENTS

- Requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.)

PREFERRED QUALIFICATIONS

- Knowledge of survey design products (Survey Monkey/Qualtrics) and infographic design desirable.
- Skill with Stata and/or ArcGIS desirable.
- Ability to train and mentor Project Specialists desirable.

BENEFITS

- A [robust and affordable insurance](#) plan to include medical, dental, life, short-term and long-term disability options. A top-ranked [retirement program](#) with 100% employer matched contribution.
- Employees must participate in the Arizona State Retirement System (ASRS). Enrollment eligibility becomes effective after 27 weeks of employment.
- 10 paid holidays per year. Accrued vacation and sick days. An incentivized [commuter club](#) and public transportation [subsidy program](#).
- Work-life balance and additional options for life betterment such as: deferred compensation, credit union membership, and a wellness program. Rewarding work that impacts the people of Arizona.

EOE/ADA REASONABLE ACCOMMODATION EMPLOYER

- Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.
- All newly hired employees will be subject to E-Verify Employment Eligibility Verification.
- Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 771-2870. Requests should be made as early as possible to allow time to arrange the accommodation. **For technical assistance, email HRIShelpdesk@azdoa.gov or call 602-542-4700.**

Please submit your resume and cover letter to www.azstatejobs.gov. Req. # 34671