

ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W. Washington, Suite 230, Phoenix, AZ 85007

PROGRAM PROJECT SPECIALIST I

(This position is not covered by the State Merit System)

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

Posting Date: Tuesday, July 21, 2015 – Tuesday, August 11, 2015
Salary Range: \$33,000 - \$36,000 Location: Phoenix Grade: 18

The Arizona Criminal Justice Commission (ACJC) has an exciting position available in our Statistical Analysis Center (SAC) for a Research Analyst I. This is a full-time opportunity with great benefits, an ideal work environment with free covered parking and front door access to public transit. On-site training and mentoring will be available for the technical aspect of the position. Applicants ready to learn new skills are encouraged to apply.

STATISTICAL ANALYSIS CENTER – PURPOSE/OBJECTIVE

The Statistical Analysis Center supports the Arizona Criminal Justice Commission (ACJC) in facilitating information and data sharing among statewide agencies and acts as the “research arm” for Arizona and the Commission. One of the primary goals of the Statistical Analysis Center is to package and disseminate data that informs criminal justice program and policy decisions. Under the direction of the senior staff, the Research Analyst I position will provide technical assistance in the collection, processing and coordination of data for a specified research study or group of studies. The position also has responsibility for assisting senior staff with developing and conducting programmatic evaluation and related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Perform or assist with qualitative and quantitative data collection, data entry and data management.
- ❖ Assists with data analyses and data interpretation.
- ❖ Assists with packaging data in a user friendly way for stakeholders and the general public.
- ❖ Disseminates data and information to our stakeholders via written report and public speaking modes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ Strong interpersonal skills and the ability to work on collaborative projects.
- ❖ Excellent verbal and written communication skills, including public speaking and report writing.
- ❖ Basic knowledge of research methodology and entry-level statistics.
- ❖ Skilled in Internet, Intranet and Microsoft Office products; knowledge of charting and graphing packages is desirable.
- ❖ Ability to learn statistical packages such as SPSS or SAS.

A bachelor degree in Criminal Justice, Sociology, Psychology, or a related social science field is required. Must have an interest in learning research and data skills in an applied setting.

Submit your cover letter and resume via

<http://www.azstatejobs.gov>

Requisition # 17449