

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

RESEARCH ANALYST I

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

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

Posting Date: Friday, April 27, 2012 – Friday, May 18, 2012
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 position. This is a limited full-time opportunity with great benefits, an ideal work environment with free covered parking and front door access to public transit.

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 work with criminal and non-criminal justice agencies in building a data infrastructure that provides policy makers with information relevant to the criminal justice system. Under direction, the Research Analyst I position will provide technical assistance as assigned, in the collection, processing and coordination of data for a specified research study or group of studies. This position will work within established research protocol and under instruction as to the method and process necessary to perform a given assignment. The position also has responsibility for monitoring and evaluating program progress and related activities; performing related work as required.

Essential Duties and Responsibilities:

- ❖ Collects, processes, and assists in the compilation and verification of research data, following prescribed protocol and instructions.
- ❖ Performs or assists with routine data verification and quality control, ensuring data integrity and consistency with prescribed study protocol.
- ❖ Performs or assists with the execution of routine research protocol, such as interviewing, gathering and entry of data.
- ❖ Assist with routine data analysis and interpretation, as specifically assigned.
- ❖ Assist in the review and statistical analysis of information in various programs at all levels of the criminal justice system.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ❖ Knowledge of research methodologies and applications utilizing statistics, data, and other relevant information
- ❖ Report writing and presentation skills
- ❖ Proven interpersonal, organizational skills, along with excellent verbal and written communication skills
- ❖ Knowledge and skills in analysis (qualitative & quantitative) research and evaluation
- ❖ Skilled in Internet, Intranet, Microsoft Office products, Outlook, Word (Level 2), Access (Level 1), and Excel (Level2); and knowledge of charting and graphics packages is desirable
- ❖ Skilled in the use of statistical packages such as SPSS or SAS

A Bachelor of Science degree in Criminal Justice, Public Administration, or a related field is required or four years of experience in statistical analysis, evaluation, criminal justice research or equivalent knowledge and skills however acquired. Familiarity with the utility of Geographic Information Systems (GIS), SPSS, Uniform Crime Reports and general information sharing of criminal justice data for the purpose of research and analysis is a plus.

Submit your resume and cover letter to www.azcjc.gov and click on the employment page or you may mail your resume to Arizona Criminal Justice Commission, Attn: HR Department, 1110 W Washington, Suite 230, Phoenix, AZ 85007.

All resumes must be received by 5:00 PM Friday, May 18, 2012.

The Arizona Criminal Justice Commission is an Equal Employment/Affirmative Action/Reasonable Accommodation Employer. In compliance with the American with Disabilities Act (ADA), the Arizona Criminal Justice Commission will make reasonable accommodations during any and all phases of the selection process for a person with disabilities. Persons with such a disability may request reasonable accommodation, such as a sign language interpreter, by calling (602) 364-1147. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.