

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Criminal Justice Research Analyst
Job Code: 8033
Pay Grade: 55
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Designs and conducts large scale research projects that evaluate the efficiency and effectiveness of court operations. Coordinate short-term, long-term and complex operational and systems studies requiring a broad and thorough knowledge of the justice system organization and operation.

ESSENTIAL FUNCTIONS:

- Designs, develops and conducts comprehensive studies and research projects evaluating major programs and operations.
- Plans and designs appropriate methodologies to collect and analyze data for comprehensive statistical reports and studies.
- Prepares complex technical reports in support of analytical findings of special research projects and studies.
- Gives verbal presentations of research results to funding sources, management and line staff.
- Collects and analyzes data for statutory compliance of the court or justice system agency.
- Plans, designs and develops programs using microcomputer software for modeling and forecasting.
- Develops and recommends detailed plans for improvement of major operations.
- Researches complex and politically sensitive issues and makes recommendations to the Sr. Criminal Justice Research Analyst and appropriate department director.
- Develops recommendations regarding computer hardware and software applications for efficiency and effectiveness of operations.
- Meets with various members of management staff regarding operational procedures.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Performs related ad-hoc requests and duties as assigned.
- In the absence of the Senior Criminal Justice Research Analyst may oversee and assign work to support staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of both quantitative and qualitative research and evaluation methodology and design alternatives.
- Must have knowledge of statistical analysis as applied to research projects, measurement theory data sampling and data collection techniques.
- Must have knowledge of performance based management systems.
- Must have skills in performing data collection, applied research and statistical analysis, design and use of various computer programs for statistical analysis, modeling and forecasting, and analyzing the efficiency of major operations.
- Must have skills with desktop computer, Microsoft software programs and software used for analytical purposes.
- Must the skills to effectively research and apply reference materials.
- Must have the ability to communicate effectively with a wide variety of persons including judges, management employees, and judicial coworkers.

MINIMUM REQUIREMENTS:

A Bachelor's degree in business or public administration or a related field from an accredited college or university and four years of experience in applied research, statistical or analytical work. Or any equivalent combination of experience, training and/or education approved by human resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Criminal Justice Research Analyst, Senior. The incumbent performs duties under general supervision and may at times perform as lead on work projects to support staff. The incumbent has no supervisory responsibilities.

Date: 07/19/1998
Revised: 12/08/1998; 02/23/05