

DIRECTOR, OFFICE OF RESEARCH AND STRATEGIC PLANNING

Nature of Work

Under administrative direction, performs complex administrative work in managing the Office of Research and Strategic Planning (ORSP), and its two subunits, the Criminal Justice Statistical Analysis Center (CJSAC) and the Justice Center for Evidence-Based Practices (JCEBP) within the Division of Justice and Community Services. The scope of the responsibility includes conducting complex studies on crime, criminals and criminal justice issues, development of corrections inmate population forecasts, designing quality assurance systems, designing evidence-based training, evaluating policies and procedures and promoting adherence to evidence-based practices within the state's criminal justice system. Oversees staff in creating research databases, developing research and statistical methodologies, training, and preparing research reports for government officials. Supervises a staff of multi-disciplinary research analysts and data entry operators. Performs related work as required.

Examples of Work

- Plans, develops and implements specialized research techniques and analytical procedures.
- Makes administrative and technical arrangements for multiple research projects.
- Supervises and coordinates the activities of research staff; schedules and designates areas where research is to be performed and creates protocols to be followed.
- Performs complex scientific data analysis requiring use of independent judgment and interprets results based on relevant technical expertise.
- Maintains a staff of nationally recognized trainers who are certified in a variety of evidence-based curricula and who provide regular training on these programs to correctional staff and treatment providers throughout the state.
- Continually assesses the quality of correctional service delivery by collecting information from a variety of sources, including administrative data, peer-to-peer performance reviews, offender surveys and site visits.
- Utilizes computers and statistical software packages to analyze complex statistical data.
- Writes detailed reports on the results of research and supervises the preparation of the manuscript of publication.
- Reviews journals, abstracts and literature for relevant information in order to design and develop original research procedures and techniques.
- Communicates with other research professionals working on related research to share pertinent information.
- Guides research fellows, staff, students and contractors with their research.

8891

DIRECTOR, OFFICE OF RESEARCH AND STRATEGIC PLANNING (CONT'D)

Examples of Work (cont'd)

Develops and provides guidelines for the delivery of research, planning activities, evidence-based practices and training; recommends and interprets departmental and division policies; evaluates current policies and procedures and recommends changes where necessary.

Appears before legislative committees as required; monitors status of legislative bills having an impact upon the criminal justice system.

Provides expertise and training in methodology, use of equipment and techniques.

Serves as liaison/coordinator for multi-disciplinary or multi-agency research projects.

Administers and reviews budget or grant expenses to ensure expenditures are within allotted spending budget.

Authors articles and papers on the research conducted to be submitted for publication in national or international professional publications.

Attends and participates in professional meetings and conferences.

Knowledge, Skills and Abilities

Knowledge of the criminal justice system and corrections.

Knowledge of contemporary research methods, data collection and analysis and skill in their application.

Knowledge of practical and potential values of research and experimentation in the criminal justice field.

Knowledge of the form and style of research reporting and manuscript preparation.

Knowledge of evidence based practices.

Skill in the use of computers and statistical analysis packages.

Ability to select and supervise subordinates, research staff and individuals from related disciplines.

Ability to design effective and efficient research projects.

Ability to effectively communicate to others complex concepts relating to testing and research.

Ability to conduct evaluation and analysis of existing techniques and procedures and to devise new techniques and procedures.

Ability to establish and maintain effective professional relationships with internal and external research personnel.

8891

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Minimum Qualifications

Training: Master's Degree from an accredited college or university in criminal justice, policy analysis, political science, statistics or related social/behavioral science field.

Experience: Two years of full-time or equivalent part-time paid experience in criminal justice research or closely related research field.

Substitution: Doctorate degree from an accredited college or university in criminal justice, policy analysis, political science, statistics, mathematics, operations research or closely related field may substitute for the minimum experience requirements.

Established: 10/16/97

Revised: 7/5/2016

Effective: 9/1/2016