

ADMINISTRATOR OF PLANNING AND RESEARCH

Basic Purpose:

Positions in this job plan, organize, and direct statistical and research programs of the Department of Corrections; coordinate with various agencies, divisions, and units in developing information collection and analysis; develop departmental research agenda, and long range correctional programs and policies.

Typical Functions:

- Plans, coordinates, and directs the collection, tabulation, and reporting of data in statistical and research programs.
- Assists appropriate staff in developing statistical studies for planning and administrative purposes and in altering and improving existing programs and services to fit agency needs.
- Directs development of forms and schedules for statistical reporting; designs and develops techniques and methods of research and statistical analysis of collected data; keeps informed of new techniques and theories in inferential statistics.
- Prepares program activity reports; manages the unit budget; supervises and trains technical and clerical personnel in the collection, processing, tabulation, and analysis of statistical data.
- Through the development, analysis, and interpretation of factual data, assists in the formulation of departmental policies; and explains statistical inferences to appropriate staff.
- Provides assistance to task forces and research consultants.
- Supervises the award and maintenance of contracts with outside researchers for departmental research studies.
- Performs related work as required and assigned.

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF PLANNING AND RESEARCH

Knowledge, Skills, and Abilities:

Knowledge of the theory and methods of statistical research; of data processing applications to statistical and data management problems; of the sources of statistical data; of current economic and social conditions; of federal and state laws, rules, and regulations relating to the criminal justice system and the Department of Corrections, and of cost allocation and budgeting. Skill in explaining statistical results to staff, the state legislature, and the public in communicating effectively, both orally and in writing; in developing and revising programs on a long range planning basis; and in effective supervision of staff.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Doctorate degree in statistics, social science research, psychology, sociology, criminal justice administration, or a closely related field; and five (5) years of experience in technical statistical and research work, correctional rehabilitation work, or closely related work; including one (1) year of supervisory experience; or an equivalent combination of education and experience.

Preferred Qualifications: N/A