

MANAGER OF STATISTICAL ANALYSIS

Basic Purpose:

The position in this job is responsible for defining and implementing the statistical analysis process to support requests for Department of Corrections' data, statistics, and reports; for performing basic and advanced statistical analyses and evaluations on department policies and programs; for reviewing statistical products prior to their dissemination; and for managing the workload of the unit's statistical analysis staff.

Typical Functions:

- Manages the collection, tabulation, and reporting of data in statistical and research programs. Reviews products of statistical analysis staff to ensure accurate and timely results.
- Responds to research and program evaluation queries from external and internal sources, which may include research and evaluation of studies from other sources or jurisdictions.
- Conducts basic and advanced statistical analysis and program evaluation, including econometric modeling, using the appropriate tools and designs given the available data and logistics to complete the work.
- Prepares reports on findings and presents as appropriate and in a manner that is easily understood by non-technical professionals.
- Evaluates and makes recommendations regarding external and internal requests for data, such as state/federal agencies, non-profit organizations, academic researchers, and advocacy groups.
- Supervises staff assigned to Evaluation and Analysis unit. Trains and mentors staff on data extraction methodologies.
- Assists and advises department units on the development of specific and ongoing data collections processes.
- Provides recommendations and assessment of research proposals by outside groups such as colleges, universities, foundations, individuals, and similar entities.

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Knowledge, Skills, and Abilities:

Knowledge of statistical and research theory and methods; of sources of data; of probability sampling; of data processing programs to manage data; of visual representation; of a wide range of analytical principles and practices; and of methods and techniques of disseminating public information. Ability to produce and maintain accurate data; to analyze data using statistical software programs; to write technical reports; to plan and organize programmatic research projects; to conduct cost/benefit analysis; and to effectively manage unit staff and processes.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree in public policy, criminology, political science, sociology, statistics or a related field and five (5) years of professional experience conducting research and evaluations.

Preferred Qualifications: Ph.D. in public policy, criminology, political science, sociology, statistics or a related field and five (5) years of professional experience conducting research and evaluations on offender populations; or completion of course work for a Ph.D. with dissertation near completion.