

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
JUSTICE SYSTEMS ANALYST

DEFINITION

This job classification is used only in the Department of Human Rights, Division of Criminal and Juvenile Justice Planning.

Performs program research, planning and consultative services related to the analysis and evaluation of corrections, criminal justice and other related programs; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Conducts evaluation and research of corrections and criminal justice programs and policies by developing research methodologies and data collection methods, calculating statistical data, and analyzing and drawing conclusions.

Oversees the collection, entry and analysis of sentencing and disposition data in support of statistical analysis center projects; develops and composes text materials for statistical information.

Develops research reports and issues papers that are used as a basis for making decisions about programs and policies.

Administers federal grant programs through plan development, application and submittal of progress reports.

Compiles appropriate statistical data for the Governor's Traffic Safety Bureau via contractual agreements; responds to special research requests as necessary.

Provides technical assistance, advice or recommendations to corrections staff, other agency personnel, legislators, media, and the public by serving as a resource expert for the assigned program areas.

COMPETENCIES REQUIRED

Knowledge of research methodologies and designs as related to analyzing and evaluating criminal justice and corrections programs.

Knowledge of the principles of statistics as related to the application of appropriate statistical methods for evaluation projects and ensuring the validity and accuracy of statistical data.

Knowledge of local, state, and federal laws, rules and regulations related to criminal justice and corrections systems and issues.

Knowledge of the principles of public administration as related to program evaluation methods and grants management activities.

Knowledge of data processing methods as related to developing computer programs for data collection and analysis purposes.

Ability to analyze and interpret complex statistical materials and present conclusions in a clear and accurate manner within the context of corrections, criminal justice, and statistical analysis center research projects.

Ability to coherently describe a program, research process, or service to corrections management and criminal justice staff to ensure understanding in order to fulfill agency requirements.

Ability to make logical and accurate evaluation decisions and conclusions based on interpretation and analysis of collected information, and to express ideas effectively, orally and in writing.

Ability to correctly interpret state and federal programs, legislation, policies and procedures as related to corrections, criminal justice and related research and evaluation activities.

Ability to establish and maintain effective working relationships with agency staff, program administrators, public and private officials, and the news media.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from a college or university with a Bachelor's Degree in a social or behavioral science, mathematics, or statistics and the equivalent of three years of full-time experience in research and statistical analysis related to a human services program;

OR

an equivalent combination of education and experience substituting one year of qualifying work experience for one year (thirty semester or equivalent hours) of the required education to a maximum substitution of four years.

OR

an equivalent combination of education and experience substituting fifteen semester hours of accredited graduate coursework in a social or behavioral science, statistics, or public administration for each year of the required experience to a maximum substitution of two years;

OR

a PhD in social or behavioral science, statistics, or public administration.

.

Effective Date: 09/12 BR