

ARIZONA CRIMINAL JUSTICE COMMISSION

Statistical Analysis Center Director

Posting Date: Monday, January 12, 2015 – Friday, January 30, 2015
Salary Range: \$70,000 – 80,000 Location: Phoenix Grade: 23

The Arizona Criminal Justice Commission (ACJC) is seeking the ideal candidate to lead our Statistical Analysis Center (SAC). This team consists of a Senior Research Analyst and four Research Analysts.

PURPOSE/OBJECTIVE

The Statistical Analysis Center Director directs and coordinates research and evaluation activities of a nationally award winning SAC unit using valid and reliable data collection, management, and analysis principles. The incumbent will provide leadership to this group, including identification and implementation of new opportunities to support agency strategies. This individual will develop “best practices” in support of the criminal justice community statewide. This person will be instrumental in ensuring continuous development of the skills of the team to enhance and develop state-of-the-art, high quality solutions, and services. This individual will have significant responsibilities on a wide-range of projects centered on all aspects of criminal justice in Arizona while working with state and national leaders.

The Statistical Analysis Center Director supports the Arizona Criminal Justice Commission in facilitating information and data exchange among statewide agencies and acts as the “research arm” for Arizona and the Commission. One of the primary goals of the Statistical Analysis Director is to work with criminal and non-criminal justice agencies in building a data infrastructure that provides policy makers with information relevant to the criminal justice system.

Essential Duties and Responsibilities

- ❖ Serves as the project manager for complex, multi-agency research projects
- ❖ Performs presentations on research conducted by SAC to the Arizona Criminal Justice Commission, Governor’s Office, legislature and citizenry as required
- ❖ Manages multiple grants providing reports, correspondence, and communication as required for individual grants
- ❖ Monitors the quality and timeliness of deliverables to ensure excellence in the services provided
- ❖ Directs accurate and timely preparation and submission of all required reports to management; the Commission; and the public (local, state, and federal)
- ❖ Works with the appropriate organizations within Arizona and the nation to secure the commitment and resources required to support key initiatives
- ❖ Consults with all areas of internal program management responsible for policy or actions of the agency
- ❖ Keeps abreast of current trends and practices in field of expertise

Key Leadership Competencies

- ❖ Ability to set clear objectives and measures; monitors process, progress and results
- ❖ Organizes resources to complete all tasks; can orchestrate multiple activities at once to accomplish a goal
- ❖ An effective planner who accurately scopes out length and difficulty of projects; develops schedules and assignments

Skills Knowledge and Abilities

- ❖ Ability to work with diverse stakeholders within and external to the agency
- ❖ Strong interpersonal, project management and organizational skills, along with excellent verbal and written communication skills
- ❖ Exceptional knowledge and skills in analysis (qualitative & quantitative), research, and evaluation
- ❖ Proven leadership ability with strong relationship skills
- ❖ Skilled in Internet, Intranet, Microsoft Office products, Outlook, Word (Level 3), Access (Level 2), and Excel (Level 3); and knowledge of charting and graphics packages desirable
- ❖ Skilled in statistical packages such as SPSS or SAS

The successful candidate will have a Master's degree or above with a high level of competency in evaluation, statistics, and criminal justice research, and strong management and supervisory experience. The preferred candidate will have familiarity with existing and emerging technologies for justice information sharing for the purpose of research and analysis.