



Classification: Research Analyst I - Statistical Analysis Center (SAC) Coordinator
Title Code: V00434
Pay Range: 18

POSITION SUMMARY:

This is an entry level position where the employee primarily assists with conducting research and providing statistical and analytical support to crime and traffic safety authorities from MSHP troops and divisions, state agencies, legislators, advocacy groups, and the general public. An employee in this position also assists with creating reports, spreadsheets, graphical displays, and dashboards that describe Missouri's crime and crash experience and trends. Work is performed under close supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists with preparation of the monthly Governor's Dashboard report.

Assists with preparation of annual statistical reports such as Crime in Missouri, Missouri Hate Crime, and Traffic Safety Compendium.

Responds to internal and external requests for statistical analyses of crash and crime data.

Assists with MSHP manpower modeling studies.

Assists with updateing of existing statistics, graphs, and spreadsheets available on Missouri SAC website.

Assists with management of federal grants provided to Missouri SAC by updating project status reports, budgets, and required deliverables.

Assists with the maintenance of Missouri records in the BJS Arrest Related to Death information system.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of basic statistical concepts.

Knowledge of research designs, methodologies, and sampling strategies.

Knowledge of computer word processing, spreadsheet, presentation, and graphics software.

Knowledge of criminal justice system and associated information systems.

Knowledge of grant administration, budgeting, and report writing.

Basic knowledge of database design and relational database structures including Sequel, DB2, and/or Oracle.

Basic knowledge of GIS mapping concepts.

Posses written communication skills for reports, documentation, and correspondence.

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Possess verbal communication skills for telephone conversations, emails, and meetings.

Possess basic analytical and interpretative skills to relate crash or crime data collection forms, specifications, and code files.

Ability to research topics via Internet and library searches with a high degree of resourcefulness.

Ability to communicate well with individuals having many levels of technical knowledge.

Ability to work on many tasks simultaneously, while maintaining good organizational skills.

Ability to work independently.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office equipment.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Mathematics, Statistics, Criminal Justice, or related field. College coursework must include at least three credit hours in statistics.

Experience in the following areas is highly desirable: project management, research methodology, statistical analysis through the use of tools such as SAS or SPSS, and reporting tools such as WebFocus or SQL Server Reporting Services (SSRS).

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.