



**Classification:** Research Analyst III - Statistical Analysis Center (SAC) Coordinator  
**Title Code:** V00436  
**Pay Range:** 25

**POSITION SUMMARY:**

This is a specialized position where the employee primarily conducts research and provides statistical and analytical support to crime and traffic safety authorities from MSHP troops and divisions, state agencies, legislators, advocacy groups, and the general public. Through analyses of various databases maintained by MSHP, FBI, and various state agencies, this employee creates reports, spreadsheets, graphical displays, and dashboards that describe Missouri's crime and crash experience and trends. An employee in this position will serve as director of the Missouri SAC. Work is performed under general 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.)

Prepares the monthly Governor's Dashboard report.

Prepares annual statistical reports such as Crime in Missouri, Missouri Hate Crime, and Traffic Safety Compendium.

Develops and conducts new research studies to determine characteristics and patterns of criminal arrest/recidivism, arrest/crash relationships, etc.

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

Assists with system development and maintenance of Web based statistical reports and public dashboards.

Conducts MSHP manpower modeling studies.

Updates existing statistics, graphs, and spreadsheets available on Missouri SAC website; assists with development of new web pages to convey pertinent crash and crime statistics.

Provides key information and criminal justice liaison services to facilitate electronic crash data interfaces between law enforcement agencies and statewide data repository.

Manages federal grants provided to Missouri SAC, by developing initial applications, project status reports, budgets, and required deliverables.

Serves as director of the Missouri SAC, and complies with all associated Bureau of Justice Statistics (BJS)/Justice Research and Statistics Association (JRSA) requirements.

Maintains Missouri records in the BJS Arrest Related to Death information system.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of statistical concepts.

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Extensive knowledge of research designs, methodologies, and sampling strategies.

Extensive knowledge of computer word processing, spreadsheet, presentation, and graphics software.

Extensive knowledge of criminal justice system and associated information systems.

Extensive knowledge of grant administration, budgeting, and report writing.

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

Extensive knowledge of GIS mapping concepts.

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

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

Possess extensive 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.

AND

Two years as a Research Analyst II or comparable experience.

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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.