



Classification: Research Analyst IV - Statistical Analysis Center (SAC) Coordinator
Title Code: V00437
Pay Range: 28

POSITION SUMMARY:

This is a supervisory 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. And employee in this position supervises employees who assist with the collection and analysis of data. 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. Independent judgment is expected in the performance of routine duties.

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.)

Supervises preparation of 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.

Supervises the completion of 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 and presents information to policy makers.

Updates existing statistics, graphs, and spreadsheets available on Missouri SAC website; develops 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.

Supervises assigned Research and Development Division employee(s); provides guidance to employees conducting research and responding to requests.

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Advance knowledge of statistical concepts.

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

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

Advanced knowledge of criminal justice system and associated information systems.

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

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

Advanced knowledge of GIS mapping concepts.

Knowledge of the basic principles and practices of supervisory and management techniques.

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

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

Possess advanced 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.

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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 III or comparable experience..

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).

NECESSARY SPECIAL REQUIREMENTS: Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

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.