

Opening Date: December 13, 2013

Closing Date: December 27, 2013



## RESEARCH AND DEVELOPMENT DIVISION Missouri State Highway Patrol

### JOB OPPORTUNITY BULLETIN

**TITLE:** RESEARCH ANALYST I, II, OR III - Statistical Analysis Center (SAC) Coordinator

**FACILITATOR:** Liz Stokes  
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**DESCRIPTION:** This Research Analyst position exists within the Missouri State Highway Patrol's Research and Development Division. This position is assigned to the Statistical Analysis Center. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt or exempt under the Fair Labor Standards Act.

**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.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

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

**It is highly desirable that applicants for this position possess knowledge of and/or experience in the following:**

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).

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,215.50; however salary may be commensurate with applicable experience and education.

**APPLICATION PROCEDURE:** Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of December 27, 2013. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at [www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov) to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE System to reapply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of January 13, 2014. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

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**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**\*\*\*Missouri State Highway Patrol\*\*\*  
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