



**ORANGE COUNTY**  
Department of Human Resources  
333 W. Santa Ana Blvd,  
Santa Ana, CA 92701  
ochr@ocgov.com  
<http://www.ocgov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Research Analyst IV -Criminal Justice**

**SALARY**

\$27.26 - \$36.70 Hourly    \$4,725.07 - \$6,361.33 Monthly

**ISSUE DATE:** 04/18/08

**FINAL FILING DATE:** Continuous

**THE POSITION**



**RESEARCH ANALYST IV - CRIMINAL JUSTICE**

**ARE YOU:**

- Experienced in research design and statistical analysis?
- Interested in working on the cutting edge of applied criminal justice research?
- A strategic thinker able to summarize statistical information for public audiences?
- Someone who enjoys working as part of collaborative teams?
- Committed to doing research in a results-oriented environment?

If so, the Research Division of the Orange County Probation Department has an exciting opportunity available for a rewarding and challenging career. The Probation Department is the second largest probation department in the state supervising over 22,000 adult and juvenile offenders. It is a recognized leader in providing innovative, evidence-based programs in community corrections and is well respected for its in-house research capabilities.

**RECRUITMENT/POSITION INFORMATION**

Beginning Friday, April 18, 2008 the Orange County Probation Department will be accepting **online applications** for Research Analyst IV - Criminal Justice on a continuous basis until the needs of the County are met. This recruitment is being held to establish a Speciality Eligible list to fill County of Orange vacancies in this classification until the next recruitment.

**General Duties**

If selected, you will have the opportunity to...

- Design and implement evaluations of adult and juvenile probation programs
- Analyze crime trends and current research findings for agency strategic planning
- Develop and manage databases from multiple sources

- Be a lead researcher on multi-disciplinary projects

### **SPECIAL QUALIFICATIONS**

For positions with the Probation Department, candidates must pass an extensive background investigation to the satisfaction of the Department and must not be on any form of probation.

### **DESIRABLE QUALIFICATIONS**

**The ideal candidate** will be knowledgeable about applied research and program evaluation in a criminal justice setting. In addition, the successful candidate will possess an advance degree and have broad experience directly related to the principles and practices of:

- Criminal Justice, Psychology, Sociology or other Social Sciences research
- Research design, program evaluation, survey research and statistical analyses
- Database development for research purposes

### **MINIMUM QUALIFICATIONS**

#### **Education/Experience**

- One year of experience in the Orange County class of Research Analyst III  
**OR**
- Four years of experience that demonstrates possession of the required knowledge and abilities
  - Education and/or training at the college level directly related to the knowledge and ability requirements may be substituted for up to one year of the required experience at a rate of one semester unit for each month of experience or one hour of training for each hour of experience

#### **Thorough Knowledge of**

- Principles and methods of research design, including sampling and testing of hypotheses
- Principles and methods of descriptive and inferential statistics including probability theory, sampling techniques, statistical correlation, frequency distribution, reliability and validity criteria and regression analysis
- Methods of organizing statistical information into reports, tabulations, charts and graphs
- Principles and theories of a scientific, technical or professional field as they apply to criminal justice

#### **General Knowledge of**

- Capability of various research methods to meet management information needs in a large and complex organization
- Computer programming and processing skills to generate, organize and display a wide variety of complex statistics and other research data

#### **Ability to**

- Apply principles of logic and scientific methods to define problems involving several concrete and abstract variables and collect data, establish facts and draw valid conclusions
- Organize and design an efficient plan for collecting and summarizing varied and complex field data

- Apply mathematical formulas and make calculations necessary to select and apply appropriate statistical methods for collecting and summarizing varied and complex field data
- Read and understand specialized information and terminology in criminal justice/legal processes
- Read and understand complex technical information in mathematical or diagrammatic form
- Orally and in writing, explain methods of field data collection to persons without knowledge of statistical research methods
- Independently plan and organize research activity to meet specific needs of a County program, depending on area of assignment
- Speak and write clearly, concisely and logically
- Use tact and persuasion in eliciting information, explaining and advocating research methods, objectives and County policies and regulations
- Establish and maintain cooperative relationships with colleagues and client staff
- Initiate, plan and complete work assignments with minimal supervision

### **PHYSICAL AND/OR MENTAL REQUIREMENTS**

The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and/or mental abilities which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the recruiter listed below for any questions or to request an accommodation during the testing/selection process.

**Physical Requirements:** Vision sufficient to read standard text, fine print and various handwritings and to view computer monitor; speak and hear well enough to communicate clearly and understandably in person and over the phone; body mobility sufficient to stand, sit, walk, stoop, and bend routinely to perform daily tasks; ability to sit for prolonged periods of time; manual dexterity to use hands, arms and shoulders repetitively to operate a keyboard and use other office equipment such as stapler, telephone and photocopy machine.

**Environmental Conditions:** Ability to work in an office environment and work with changing priorities, deadlines and multiple assignments concurrently.

### **SELECTION PROCEDURE/ELIGIBLE LIST**

The Probation Professional Standards Division screens all applications and supplemental information to identify the qualified candidates. Applications submitted without completed supplemental information will be disqualified from further consideration. After screening, the more qualified candidates will be referred to the next step in the process.

**Please include your current email address on your application. The Probation Department will use email as the primary means of contacting candidates.**

**Qualifications Appraisal Panel Interview: (Weighted 100%)** Candidates will be rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job

Based on the County's need, the selection procedures may be modified and all affected candidates will be notified by email.

After all the selection procedures have been completed, the Probation Professional Standards Division will establish an eligible list of qualified candidates.

### **HOW TO APPLY**

- **Apply online - Only online applications will be accepted.**

- Your application should highlight all the areas in which you have developed expertise, **matching your professional experience with the specific knowledge and abilities listed.**
- Apply online by clicking the "Apply" link
- Specific information pertaining to this recruitment can be obtained by calling Trish Fallon at (714) 937-4730.

**EEO INFORMATION**

*Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com>

OR

333 W. Santa Ana Blvd,  
Santa Ana, CA 92701

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RESEARCH ANALYST IV -CRIMINAL JUSTICE

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## Research Analyst IV -Criminal Justice Supplemental Questionnaire

- \* 1. Please provide concise, descriptive and detailed information for each question. If you have no comments to a question, write "NONE" for the appropriate question. Describe your research experience in the field of criminal justice and related fields (i.e., alcohol/drug abuse, social services). Be specific about your role and responsibilities and cite examples.
  
- \* 2. Describe your experience in the design and conduct of research projects, such as program evaluations and needs assessments, program monitoring and forecasting. Include in your response your role, the methodology and the policy applications of the results.
  
- \* 3. Describe your background in statistics. Give examples of statistical techniques you have used and their application in specific research.
  
- \* 4. Describe your experience with large data sets. Provide specific examples and describe your role in the database development, data collection, and database management.
  
- \* 5. Describe your experience in providing research and information support to management and/or non-technical personnel. Give examples and be specific about the information and recommendations presented and policy outcomes.