



The San Diego Association of Governments invites applications for the position of:

criminal justice research analyst

A job at SANDAG is guaranteed to stimulate your mind, expand your skills, and accelerate your professional development. We are committed to recruiting highly talented individuals who are dedicated to working on important issues and passionate about making significant contributions that impact the lives of people all around the region. We look for people that have extraordinary leadership and vision; people that drive change and produce results; people who take ownership of projects and never settle for "good enough."

SANDAG values and rewards continuous improvement. We offer a fulfilling work environment that will challenge your capabilities. And it is place where you can take ownership for the next steps in your career while being supported with opportunities, tools, and resources that will allow you to be as successful as possible.

Applications due by July 10, 2009
Expected start date: September 2009

Criminal Justice Research Division

SANDAG's Criminal Justice Research Division is an essential source of information for local communities on public health and safety, crime data, and crime reduction strategies being implemented regionwide. SANDAG publishes comprehensive reports, information bulletins, and brief topical papers covering many aspects of the justice system, including adult and juvenile arrests, domestic violence, drug abuse, resident opinion surveys, and regional crime statistics.

Policymakers, criminal justice officials, and local service providers depend on the Division's research studies and mapping capabilities to assist them in determining "what works" to reduce crime and improve the effectiveness of the criminal justice system. With cooperation and assistance from the region's law enforcement agencies, SANDAG compiles and maintains historic and current crime- and justice-related information including crime and arrest rates by offense, as well as characteristics of crime victims and suspects. The Division also provides independent evaluation, needs assessment, and research services for various public health and safety programs throughout San Diego County. The Division has long-standing cooperative relationships with local justice agencies which provide access to database records (police, prosecution, probation, and courts) necessary to conduct locally-funded studies and fulfill national research contract commitments.

Criminal Justice Research Analyst Role

As a member of a 15-person team, the Criminal Justice Research Analyst will coordinate the on-going compilation of regional crime and arrest statistics and assist with the design, implementation, and analysis of criminal justice and public safety-related research projects and program evaluations.

The applicant selected for this position will be hired at the Analyst I or Analyst II level depending on qualifications and experience.

Job Responsibilities

This position is ideal for a research professional with one to two years experience and a strong interest in furthering their expertise in the criminal justice research field. We anticipate career development will occur while completing the types of duties and responsibilities described below and through mentoring and close collaboration with senior staff. Examples of primary responsibilities include:

- Coordinate the exchange of information with member agencies by providing data and analysis; surveying law enforcement officials about strategies, programs, and crime trends; obtaining statistics from agency records supervisors and member agencies; and verifying information with state and federal sources.
- Extract data from regional crime databases, demonstrating a thorough understanding of issues that could affect the validity and reliability of this information.
- Train both internal and external staff on Uniform Crime Reporting (UCR) procedures and how to ensure data integrity.
- Participate in the development of research methodologies for criminal justice and public safety program evaluations; assist in the design of data collection instruments and procedures; provide input on project timelines and project budgets; and assist in the preparation of project implementation documentation.
- Coordinate and participate in the collection of primary and secondary research data from numerous sources such as interviews, surveys, arrest records, and probation files; train data collectors and interviewers and ensure survey instruments are used correctly; and ensure high quality-control standards and compliance with funding agency requirements and regulations.
- Code data for computer input; enter data and update files as required; review data for quality and accuracy and resolve data inconsistencies; and maintain data documentation
- Participate in the maintenance and documentation of comprehensive computerized databases in SPSS, Excel, and Access formats.
- Use descriptive and inferential statistics to analyze and interpret crime and justice system data, identify trends, and make appropriate interpretations.
- Monitor project timelines; coordinate the day-to-day work of temporary employees assigned to projects; and ensure the quality of data collection through staff training and data review.
- Complete tasks in an efficient, responsive manner; participate as a team member in project coordination.

- Draft final project reports and technical documentation; prepare tables, graphs, charts, and Geographic Information System (GIS) maps to display information for written reports and presentations.
- Participate in the communication of Criminal Justice Research Division findings to local, regional, state, and federal decision-making agencies; prepare a variety of reports, presentations, and other products to inform the public of Division activities, crime trends, and research findings.
- Respond to requests for data from member agencies, grant agencies, the public, and the news media.
- Develop productive working relationships with other agencies and collaborate with the staff of outside agencies to coordinate tasks and accomplish project goals.
- Experience extracting information from regional crime databases; familiarity with the Automated Regional Justice Information System (ARJIS), or like-systems, is highly desirable.
- Ability to perform mathematical and statistical calculations including descriptive and inferential statistics and identify trends in criminal justice and public safety related data.
- Ability to oversee the maintenance and documentation of computerized databases.
- Ability to draft/prepare reports that document research procedures and present research results including the preparation, analysis, and interpretation of maps, charts, and tables.
- Demonstrated understanding of the need to maintain confidentiality and act with diplomacy when working with personal records, documents, and other sensitive information and materials.

Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role. For this position, we are searching for a candidate with an aptitude for analytical thinking and problem solving who is organized, flexible, and can be relied upon to meet deadlines while working on multiple projects. Excellent communication skills, the ability to work collaboratively, and the use of sound judgment are important.

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in criminology, sociology, psychology, or a related field, and one year (Analyst I) or two years (Analyst II) of data compilation and/or research experience, preferably in a criminal justice or public safety environment.

The following information describes the specific types of career experiences that are most relevant to this position.

- Knowledge and experience regarding the public safety fields (e.g., law enforcement, the courts, corrections) including basic principles, practices, methodologies, and techniques of crime analysis, law enforcement and police records processing, and UCR crime definitions.
- Demonstrated knowledge of research principles for criminal justice and public safety program evaluations; knowledge of procedures for data collection for criminal justice programs, including interviewing techniques; experience in the area of action research is highly desirable.
- Demonstrated ability to independently compile and document data from a variety of sources with speed and accuracy; ability to identify and resolve data inconsistencies and other problems.
- Demonstrated ability to establish rapport with study respondents and other staff members; ability to establish, maintain, and foster positive and harmonious working relationships with those met in the course of work.
- Strong computer skills and proficiency with the Windows operating system and Microsoft Office applications especially Word and Excel; experience with relational database management (Access), statistical analysis (SPSS), mapping (GIS), and presentation software (PowerPoint) is highly desirable.
- Demonstrated ability to communicate clearly and concisely, both orally and in writing.
- Effective time management and organizational skills and the ability to prioritize multiple tasks in a fast-paced environment; ability to exercise good judgment and work independently.
- Possession of a valid California driver's license or the ability to obtain one.
- The final candidate selected for this position must successfully pass a pre-employment criminal background investigation and driving record check. Periodic re-checking of criminal background and driving record history will be a condition of employment.



About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a Quality of Life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. In recent years SANDAG's leadership in areas such as comprehensive land use and environmental planning, public safety, and modern modeling and data systems, also have earned us much acclaim. With an employee group about 200 strong, we work for our Board of Directors - mayors, councilmembers, supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.

Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible and generous offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

This Criminal Justice Research Analyst position will be filled at the Analyst I or Analyst II level depending on qualifications and experience of the selected candidate. The annual salary ranges are: Analyst I - \$39,871 to \$63,793 per year; Analyst II - \$43,958 to \$70,332 per year.

The benefits we offer include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. To support the need to rest and rejuvenate, employees are provided with a bank of paid time off in addition to paid holidays. And contributions to financial security are provided through a pension plan and deferred compensation program.

How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes and cover letters may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG Web site. Alternatively, a copy can be requested by calling (619) 699-1900 or e-mailing hr@sandag.org. Completed

applications and related materials can be submitted via e-mail, fax, regular mail, courier, or delivered by hand. See our *Careers / How to Apply* Web page for additional information.

Applications for the Criminal Justice Research Analyst position will be accepted until 5 p.m. on Friday, July 10, 2009.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

Application Supplement

To help us further evaluate the skills and experience of individuals interested in this position, applicants are asked to respond to the three Supplemental Questions below. The responses can be up to 300 words per question and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

Supplemental Questions

1. Define Part I and Part II crimes and describe the major differences.
2. What is the difference between a process evaluation and impact evaluation? Is one more important or beneficial than the other?
3. Discuss why crime numbers or crime rates should or should not be used to track crime trends.

Candidate Selection and Notification

Following the close date for applications, all candidates will receive written confirmation that their application has been received. The hiring manager will begin reviewing and evaluating applications within a few days of the close date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.

Further Information

The SANDAG Web site contains a wealth of information about our various project and program areas. The Careers section of the site lists all of our current Job Openings as well as information on how to apply for positions and Frequently Asked Questions about our recruitment process.

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.