

## **CORRECTIONS RESEARCH AND PROGRAM ASSISTANT**

### CODES/PAY RANGE

Class Code: 4026

EEO Code: A

Pay Range: 218

### MAJOR FUNCTION

Responsible, professional work in managing, processing and analyzing data and in developing programs for Corrections.

### ILLUSTRATIVE DUTIES

(NOTE: These duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops and prepares routine and special reports for authorized agencies.

Develops and implements methodology, scope design, and analysis for statistical projects using mathematical formulas and procedural research principles.

Constructs microcomputer programs for statistical research.

Serves as liaison for Correction's computer equipment and information systems needs, both CJIS and microcomputers.

Prepares inmate population growth projections for budget projections and capital development plans.

Assists in developing and managing programs for inmates, such as correctional industries, education, or substance abuse.

Assists Program Services Manager in developing, compiling, and analyzing information relative to inmates, programs, and staff development.

Performs related work as required.

### KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of research methodology and statistical analysis principles.

Ability to organize, process and analyze data. Ability to identify and develop data and

**(Corrections Research and Program Assistant continued)**

information needs for management purposes. Ability to develop education, work, or substance abuse programs. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Mathematics, Statistics or related field. Also required is three (3) years of progressively responsible experience in planning, research, statistics, or program development; a Master's degree may substitute for one (1) year of experience.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk.

Environmental Demands: Inside work. Ability to tolerate enclosed spaces.

Mental Demands: Ability to perform advanced mathematical computations including statistics, ratios. Ability to read and comprehend technical and professional manuals, journals, papers, legal documents, financial statements. Ability to write reports, summaries, descriptions, memos, and letters. Ability to analyze data and develop conclusions. Ability to identify problems and resolve same. Ability to speak clearly and concisely.