

Class Concept

This is professional analytical work in organizing and conducting planning studies and providing staff assistance to management planning task forces in the Department of Public Safety. Work involves the identification and review of existing resources including surveys of relevant literature, the collection and analysis of appropriate data and information, and the preparation of study reports including charts, tables, and descriptive narratives. Employees are responsible for independently conducting studies of specific programs or issues and/or are responsible for a component of division or department-wide planning efforts.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of analytical planning techniques applied in the collection and analysis of data and information pertaining to correctional programs and issues
- Ability to communicate effectively in oral and written form
- Ability to establish and maintain effective working relationships with program managers and coworkers

Minimum Education and Experience

Bachelor's degree in urban and regional planning, sociology, psychology, economics, or related social science including coursework in statistics and research methodology from an appropriately accredited institution and two years of experience in the collection and analysis of economic and social data and information; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.