

Class Concept

This is professional analytical work in organizing and conducting planning studies and providing staff assistance to management planning task forces and conducting special studies at managements request within the Department of Public Safety. Work involves the identification and review of existing resources including surveys of relevant literature, the selection of appropriate analytical procedures, the analysis of relevant data and information, and the preparation of study reports including charts, tables, and descriptive narratives. Employees are responsible for independently conducting studies of specific issues and for major component(s) of division and 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 three years of experience in the collection and analysis of economic and social data and information, one of which must have involved independently conducting projects or studies; or an equivalent combination of education and experience.