



EMPLOYMENT OPPORTUNITY

CRIMINAL JUSTICE ANALYST

SALARY AND BENEFITS

\$21.07-\$25.36 hourly, plus benefits package

FILING DEADLINE

5:00 p.m., October 15, 2020

DUTIES AND RESPONSIBILITIES

The Criminal Justice Analyst provides para-professional assistance in the analysis, implementation, and monitoring of specific programs, establishes and reviews quality assurance measures, evaluates the efficiency and effectiveness of programs with the goal of developing strategies to improve the local criminal justice system. *The major duties of the job include:*

- Evaluate in-custody, alternative custody, and community supervision programs by use of statistical tracking of data and trends to develop strategies to maintain evidence based programs.
- Perform data mining, monitoring, analysis, and create detailed reports that will be utilized by administrative staff to make strategic decisions.
- Develop comprehensive and efficient methods for collecting and monitoring data.
- Collect, summarize, aggregate and analyze data from various sources to prepare reports.
- May be assigned to special criminal justice committees to assist in program development, research program legislation, develop staff reports, compile program data and provide written or oral reports.
- Monitor compliance with state and federal mandates, analyze program goals and achievements and recommend changes as necessary.
- Develop data collection protocols and document the flow of defendants through the criminal justice system.
- Prepare reports on complex issues that present objective, rational findings on which policy decision can be made.
- Produce annual agency and quarterly monitoring reports for management.
- Provide technical assistance and support in regards to data collection, identification, measurement indicators and quality assurance.
- Conduct trainings related to data collection, analysis and quality assurance.
- Maintain and write a variety of records, reports and correspondence.
- Conduct surveys and perform complex research and statistical analysis and prepare reports as directed.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Associates degree or its equivalency, preferably in policy analysis, public administration, political science, criminology, criminal justice, statistics or a related field.

Experience: Education or training equivalent to the completion of core coursework from an accredited college or university and two years' experience performing administrative or management analysis work which would demonstrate the possession of the above knowledge and abilities.

License: Possession of, or ability to obtain, a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

The Lassen County application is available in our application center at the address below and available at our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened October 1, 2020

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.