

**KANSAS SENTENCING COMMISSION'S
RESEARCH ANALYST POSITION
K0184239**

Job Title: Research Analyst

County: Shawnee

Agency Name: Kansas Sentencing Commission

Posting Type: External, Full Time, Unclassified, Benefits

Salary: \$41,000.00 – \$50,000.00 DOE

Work Schedule: Monday through Friday, 8:00-5:00

Applications accepted through: Until Filled

This position is responsible for designing, developing and managing the Kansas Sentencing Commission's (KSSC) justice reinvestment databases, including jail sanctions imposed by both community corrections and court services; monitor prison sanctions from probations and jail sanctions and provide monthly, semiannual and yearly monitoring report; assist with the adult prison population projections and custody classification projections; perform data analysis, data requests and legislative impact assessments; provide statewide LSI-R and SB 123 drug treatment monitoring and evaluation, assistance with the Statistical Analysis Center's (SAC) grant applications. This position performs a variety of data analyses and requests from state legislators, in- and out-of-state criminal justice agencies, university professors and researchers. This position also in charge of the Commission's Tableau dashboard design, development and management and helps enter some adult felony sentencing journal entries and probation revocation hearing entries.

Job Description:

Justice Reinvestment Program Management and Evaluation (25%)

- Design and develop KSSC Justice Reinvestment Graduated Sanctions database.
- Collect sanction information, including:
 - 2-3 day jail sanctions.
 - 120-day KDOC sanctions.
 - 180-day KDOC sanctions.
 - Full sentence revocation.
 - Probation violator postrelease supervision information.
- Monitor programs participation in community corrections and court service.
- Participate justice reinvestment meetings and trainings.
- Analyze and evaluate justice reinvestment implementations, including 12 months, 24 months and 36 months evaluations (assist senior research analyst).
- Write evaluation reports and interpret results (assist senior research analyst).

Statewide LSI-R Monitoring and Evaluation (20%)

- Collect statewide offenders' LSI-R information, including presentence, after sentence and postrelease LSI-R scores.
- Monitor and analyze offenders risk levels.
- Periodically review and make recommendation to the Commission for LSI-R cut-off changes.

Legislative Impact Assessments (15%)

- Prepare legislative impact assessments on incarcerated adult and juvenile population as instructed by the direct supervisor or the Executive Director.
- Utilize current and historical sentencing trends to generate assumptions.
- Translate the proposed policy changes into quantifiable metrics.
- Apply simulation methodology to statistically project the impact of the proposed policy change on the adult and juvenile justice systems.

Monitor and evaluate SB 123 drug treatment offenders (10%)

- Perform statistical analysis on SB 123 drug treatment offenders, including SB 123 assessment scores and initial and discharge ASI scores.
- Generate appropriate research designs and methodologies to evaluate the SB 123 drug treatment programs.
- Produce evaluation reports and monitor SB 123 Drug assessments and treatment.

Cross Duties (15%)

- Design, develop and manage the Commission's Tableau dashboards.
- Enter journal entries and probation revocation journal entries.
- Maintain and clean journal entry databases.
- Perform analysis on current and historical sentencing practice and provide data information in tables or graphics for various stakeholders.

Data Request (10%)

- Response to various kinds of data requests from legislature, federal, state, and local government agencies, public and private sectors and individuals.

Other Duties (5%)

- Other research duties as assigned by the direct supervisor or the Executive Director.

Minimum Requirements:

One year of experience in collecting, evaluating, studying and reporting on statistical, economic, fiscal/budget, legislative or administrative data.

Preferred Qualifications:

Experience utilizing statistical software (SPSS or similar). Experience developing, designing and conducting research evaluation including data collections, analyses and interpreting results. Familiarity with criminal justice terminology is helpful.

- A minimum of master's degree and advanced knowledge or prior experience in the research fields of criminal justice, social sciences, education, economics or equivalent
- Understanding of both quantitative and qualitative research designs
- Experience in database designs and management
- Experience with cross-sectional, longitudinal, and cohort studies
- Proficient skills in Microsoft Word, SPSS, Access, Excel and Graphics
- Strong SPSS syntax writing and problem-solving skills
- Strong SPSS statistical analysis skills including basic, advanced, professional and trend analyses
- Experience in forecasting techniques, developing and designing various forecasting models in fields of criminal justice, such experience and knowledge include regression modeling, exponential smooth forecasting, and simulation modeling
- Excellent writing and communication skills

HOW TO APPLY:

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>.

Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation by the closing date of the vacancy announcement.

REQUIRED DOCUMENTS:

- Resume, Cover Letter, Recent Writing Sample, Job References and Kansas Tax Clearance Certificate
(Send to Brenda Harmon, brenda.harmon@ks.gov)
- Academic transcripts will be required at time of interview

KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:

Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html> A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

RECRUITER CONTACT INFORMATION:

Name: Brenda Harmon
 Kansas Sentencing Commission
 700 SW Jackson, Suite 501
 Topeka, KS 66603
 Email: brenda.harmon@ks.gov

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

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