COUNTY OF SOLANO
CLASS SPECIFICATION

CRIMINAL JUSTICE RESEARCHER

CLASS SUMMARY:

Under the general direction of the Director of Probation (Chief Probation Officer), or his/her designee, this is a single position class that is responsible for planning, organizing and conducting research and evaluation of programs and services provided by the Probation Department. Researches and applies new or expanded knowledge in the criminal justice field by exploring and defining problems, planning the approach for the study, analyzing data, interpreting results, documenting and reporting findings, and recommending program and technological changes.

DISTINGUISHING CHARACTERISTICS:

This class differs from the class of:

- **Assistant Director of Probation** which assists the Director of Probation in conducting affairs of the department by managing the operations of the department.

- **Probation Services Manager** which plans, organizes and directs the operations of a Probation Field or Institutional Services Division of the County Probation Department.

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ESSENTIAL DUTIES:

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes and conducts research and evaluation studies for the Department's programs and services particularly as they relate to the implementation of AB 109 (Public Safety Realignment), which relocates convicted felons from state prisons to local facilities: determines goals and objectives and develops strategies to achieve objectives; designs data collection procedures; obtains data; performs statistical analysis and interpretation of data; develops and implements performance and outcome measures; monitors program fidelity; documents findings; prepares reports and makes presentations to discuss results and recommendations with stakeholders.

- Evaluates efficiency and effectiveness of department programs: performs management audits and organizational studies to promote the optimum use of departmental resources; analyzes trends and forecasts and makes recommendations for short and long-range planning; researches laws and regulations to ensure both (1) current Department compliance and (2) legality of recommendations regarding new programs or program changes; makes programming and service recommendations to include contracting out of services provided, seeking new sources of revenues, implementing new programs, initiating and drafting new legislation, revising current programs to increase service levels and efficiency, and/or implementing other options based on research conducted.

- Identifies and applies for external funding opportunities: identifies and reviews grant opportunities; prepares grant applications; serves as liaison between the department and federal/state agencies; contacts and obtains necessary third-party information; consults with prior grant awardees; attends and participates in federal/state agency grant workshops; monitors application of grants to ensure compliance and continued funding.

- Represents the Department in contacts with other county probation departments in discussing criminal justice programs, research projects, problems, concerns, issues and solutions; serves on county and state-wide committees such as those regarding criminal justice system programs, grants, contracting of services, criminal justice legislation, etc.

- Leads others on research projects by establishing goals and milestones, training administrative, technical and clerical staff, assigning and reviewing work for quality and timeliness, and monitoring progress toward completion.

- Performs other duties of similar nature or level as assigned.

Training And Experience:

Either:

A Master's degree in policy analysis, public administration, political science, criminology, criminal justice, statistics and/or a related field;

and

Two years of experience in a highly responsible staff capacity in a criminal justice or college/university setting analyzing data, conducting research, and making recommendations for the solution of complex problems within criminal justice organizations or programs.

Note: A Doctorate degree in one of the cited fields or a closely related field may be substituted for the two years of experience.

Or:

A Bachelor's degree in policy analysis, public administration, political science, criminology, criminal justice, statistics and/or a related field;

and

Four years of experience in a highly responsible staff capacity in a criminal justice or college/university setting analyzing data, conducting research, and making recommendations for the solution of complex problems within criminal justice organizations or programs.

Licensing/Certification Requirements:

- California Driver's License, Class C.

Knowledge of:

- Principles and techniques of tracking and analyzing data.

- Research design and data collection methodologies.

- Standard research and investigation methodologies, practices and procedures.

- Statistical analysis including the working knowledge of quantitative and qualitative research methods including research design, sampling, data collection, etc.

- Working knowledge of the principles and methods of advanced statistical modeling, analytical strategies, and data theory.

- Theories, principles and practices of modern criminal justice and corrections.

- Criminal justice and corrections programs (e.g., electronic monitoring, alternative sentencing, and community service programs and probation, parole, detention and pre-trial services).

- State and local laws pertaining to the criminal justice system.

- County, Probation and criminal justice organization and operational policies and procedures.

- Principles, practices, procedures, and philosophies of public administration.

- Current literature, trends and developments in the criminal justice and corrections field regarding evidence-based programs, quality assurance and evaluation techniques.

- Effective communication practices and techniques, both oral and written.

- Lead principles and practices to include training, assigning work, and monitoring the accomplishment of work and work performance.

Skills in:

- Utilizing organizational and analytical methods.
- Effectively speaking to public groups of varied interests and backgrounds.
- Collecting, analyzing and presenting statistical technical data.
- Analyzing data systems and determining what items need to be extracted from the system in order to engage in effective monitoring.
- Computer skills to include statistical analysis programming applications, research applications, and Microsoft Office applications.
- Planning, organizing, developing and implement research projects.
- Selecting proper research methodology and applying it to program planning problems.
- Defining problem areas, collecting and evaluating data and making effective recommendations.
- Directing the work of volunteers, contractors, temporary staff and/or limited-term staff as assigned.
- Communicating effectively both orally and in writing.
- Leading, advising, consulting and training others engaged in professional and technical work.
- Determining and evaluating level of achievement and performance.
- Organizing material and presenting information clearly and concisely in verbal and written form.

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ADA Requirements:
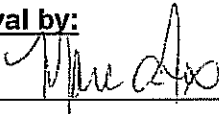
Positions in this class typically require crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Other Requirements:

Independent travel is required.

Approval by:

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Marc A. Fox
Director of Human Resources

10/5/12

Date

Class History Information:

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code
08/28/12			114010	62	05