

Job Title	Senior Research Analyst
PVN ID	JJ-1608-001293
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Misdemeanor Justice Project
Status	Full Time
Annual Salary	\$80,000.00 - \$87,000.00
Hour(s) a Week	35
Closing Date	Apr 04, 2017 (Or Until Filled)

General Description

About the Misdemeanor Justice Project: The Misdemeanor Justice Project (MJP) seeks to understand the enforcement and processing of low-level offenses. We strive to provide an empirical framework to data-driven policy initiatives at the local level. The MJP is fully committed to working with criminal justice practitioners to obtain accurate data, provide objective analyses, and disseminate our findings to key stakeholders in the community, renowned scholars, and policy-makers to spur a national discourse on the enforcement of low-level offenses.

The MJP seeks to:

- Conduct rigorous analyses to document trends in the enforcement of low level offenses
- Maintain an archive of data on criminal summonses, stops, and misdemeanor arrests in New York City to support research conducted by others; and
- Communicate the results to key stakeholders within New York City.

The MJP is expanding to provide Technical Assistance (TA) to the Mayor's Office of Criminal Justice (MOCJ) in New York City for their data integration project. The TA team will work closely with MOCJ to code and integrate data from various criminal justice agencies including the New York City Police Department, Department of Education, Department of Correction, Office of Court Administration, Department of Probation and others.

Position: As the Senior Research Analyst, you will work closely with the Misdemeanor Justice Project (MJP)'s Principal Investigators, MOCJ, and other data partners to guide data integration. The Senior Research Analyst will apply varying degrees of independent judgment in providing services to MOCJ. The position involves supervising two Research Analysts. As a team, you will guide the development of data algorithms to clean,

code, and merge data. In this role, you will participate in politically sensitive meetings with high-ranking local, state, and federal officials, and experts across the criminal justice world.

Other Duties

Responsibilities

- Responsible for ongoing data analyses and supervising two research analysts;
- Assist the MOCJ with data analytic and programming issues;
- Prepare and deliver presentations and reports to MOCJ, data partners, and stakeholders;
- Write research and policy briefs;
- Review work, establish quality control procedures, edit written documents;
- Maintain confidentiality as required by the project or as directed by the MOCJ and communicate confidentiality requirements to staff;
- Conduct and oversee quantitative data gathering, coding of data or information, construction of data bases using specified technology, analysis of data, maintenance of data security, and archiving data;
- Interfaces with IT support staff as needed;
- Oversee project completion and final storage/distribution of project records and equipment;
- Provide technical staff training;
- Perform the duties of lower level positions as needed; performs other duties as assigned.

Qualifications

Core Competencies

- Intellectual strength in a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background; knowledge of cutting-edge research in the field;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to organize and direct the work of a group of researchers and students in achieving the goals of the project within deadlines and within budget constraints;
- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments;
- Ability to work on a team as well as independently;
- Ability to operate in the computer/statistical environment of the research project;
- Ability to exercise intellectual leadership in anticipating and resolving research issues;
- Ability to secure any necessary security clearances, and train subordinates;
- Ability to monitor and evaluate the work of others, consistent with RF policies and contracts;
- Ability to work effectively with technical staff in training subordinate researchers in the techniques, applications, practices, etc. important to the field of inquiry;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;

- Knowledge of protocols for safe conduct of research, including but not limited to the study of human subjects and establishment of safety reporting procedures.

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Ideal Qualifications of the Statistical Associate

- A M.A or PhD with advanced skills in data coding;
- Strong familiarity with the use of statistical analysis software, including R, SAS, Stata, SPSS, and/or Excel;
- Strong familiarity with the management of datasets and presentation of data;
- Strong familiarity with the criminal justice and policy world (ideally at the local, state, and federal levels);
- Excellent written and oral communication skills for research and non-research audiences;
- Willingness to comply with all RF policies.

Salary: \$80,000 - \$87,000 depending on qualifications and experience.

In your cover letter, please state your familiarity with the criminal justice system as well as working with large datasets and statistical analysis software.

For further questions or inquiries about the position or the application process, please email Ervin Balazon at ebalazon@jjay.cuny.edu with subject line "Senior Research Analyst Application"