
Job Title	Senior Research Analyst
PVN ID	JJ-1705-001802
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	Jul 12, 2017 (Or Until Filled)

General Description

Position: Senior Research Analyst

Employment type: Full-time

Experience: Mid-Senior level

Industry: Criminal Justice; Government; Academia

About the Misdemeanor Justice Project: The Misdemeanor Justice Project (MJP) is a research initiative housed at John Jay College of Criminal Justice. MJP seeks to understand the enforcement and processing of lower-level offenses and to provide an empirical foundation for data-driven policy initiatives that increase the effectiveness and fairness of the criminal justice system. MJP addresses this mission by enhancing criminal justice data infrastructure among partner agencies, conducting and publishing objective analyses documenting trends in lower-level offenses and detention, and disseminating these research findings to policy decision-makers and the public.

The MJP recently expanded 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 works closely with the MOCJ to implement effective data management practices and to code and integrate data from various criminal justice agencies. The TA project works with administrative data from city and state agencies, including the New York City Police Department, New York Criminal Justice Agency, Department of Education, Department of Correction, Office of Court Administration, Department of Probation, and others.

The MJP operates under the Research Foundation City University of New York (RF).

Position: The Senior Research Analyst will work closely with the Misdemeanor Justice Project (MJP)'s Principal Investigators, the MOCJ research staff, and other data partners to guide data integration. The Senior Research Analyst will apply varying degrees of independent judgment in providing services to MOCJ, including identifying project priorities, coordinating meetings with the MOCJ and data partners, and directing data management implementation and integration strategies. The position involves supervising two Research Analysts. In collaboration with the MOCJ staff and project Research Analysts, the Senior Research Analyst will guide the development of code to clean, merge, and analyze data from partner agencies, and will coordinate the implementation of best practices in data management (including data documentation, processing, and storage). This position involves participation in politically sensitive meetings with high-ranking local, state, and federal officials, and experts in the field of criminal justice. The Technical Assistance project has been funded for two years with the possibility of project renewal.

Other Duties

Responsibilities

- Supervise two research analysts;
- Design, conduct and oversee coding to clean, merge, and analyze quantitative data, and to construct and archive data bases using specified technology;
- Design, conduct, and oversee the implementation of data management practices, including data processing, archiving, and documentation procedures;
- Review work products of the TA team, establish quality control procedures, edit data coding syntax and written documents;
- Prepare and deliver presentations and reports to the MOCJ, data partners, and stakeholders;
- Write research and policy briefs;
- Maintain confidentiality as required by the project or as directed by the MOCJ and communicate confidentiality requirements to staff;
- Interface with IT support staff as needed;
- Provide technical staff training;
- Assist the MOCJ with data analytic and programming issues;
- Oversee project completion and final storage/distribution of project records and equipment;
- 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 Senior Research Analyst

- A M.A or PhD in related field;
- Strong familiarity with the criminal justice and policy world (ideally at the local, state, and federal levels);
- Supervisory or project management experience, especially related to data management, applied research, or criminal justice;
- Strong familiarity with the use of statistical analysis software, including R, SAS, Stata, and/ or SPSS;
- Strong familiarity with the management of datasets and presentation of data;
- 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.