Job Title	Research Manager
PVN ID	JJ-2110-004327
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jan 20, 2022 (Or Until Filled)

General Description

<u>The Data Collaborative for Justice (DCJ):</u>

The Data Collaborative for Justice is a research organization launched at John Jay College of Criminal Justice in 2013. The DCJ has partnered with state and local agencies in New York to publish reports on various criminal justice topics, and expanded portfolio of analyses, evaluation, and partnerships around the nation. The DCJ also provides technical assistance to the Mayor's Office of Criminal Justice of New York City to process administrative data for criminal justice research, including data analysis, data engineering and data product development. This position is for the technical assistance project.

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

<u>The Mayor's Office of Criminal Justice:</u>

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as, behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics, to ensure effective results.

<u>Position:</u>

DCJ is seeking a Research Manager to primarily assist with the technical assistance provided to MOCJ. This project provides research and operational support on a variety of internal and external projects, including projects focused on case processing and pretrial detention reforms. The ideal candidate will be responsible for planning and monitoring quantitative analyses at MOCJ. This includes designing solicitations for and

monitoring of externally (MOCJ) funded quantitative and qualitative research and evaluation, designing and leading internal analyses of large datasets from public safety and other public-serving institutions, and collaborating with other MOCJ researchers on in-house evaluations.

Other Duties

Responsibilities:

The Research Manager's responsibilities include, but are not limited to:

- Identify and integrate critical data elements across multiple systems to facilitate hypothesis generation and testing using big data;
- Provide internal research and operational support in the design and implementation of projects/ initiatives;
- Work with external partners to design and implement rigorous evaluations, including cost-benefit analyses, of innovative and scaled policies and programs;
- Conduct systematic reviews of program and policy operations;
- Provide advice to research, technology, and program staff on statistical analysis and quantitative and/or qualitative research design and methods related to court processes and pre-trial detention;
- Developing codebooks, coding schemes, file specifications, and other technical resource documents;
- Design data-driven presentations and create documents to translate proposals, forecasts and findings to government and community stakeholder partners;
- Synthesize and interpret analytic findings for a broad audience, including the crafting of policy and practice recommendations from research;
- Collaborate on data dashboard development for ongoing criminal justice system analysis and performance measurement.

Qualifications

Core Competencies:

- Ability to secure any necessary security clearances;
- Ability to monitor and evaluate the work of others, consistent with RF policies and contracts;
- Ability to communicate effectively with technical and program staff about research 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, and
- Knowledge of protocols for safe conduct of research, including but not limited to the study of human subjects and establishment of safety reporting procedures.

Qualifications:

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred

candidate should possess the following:

- Master's degree in a quantitative social science—specifically, public policy, criminal justice/criminology, sociology or relevant discipline required;
- Three years of experience (or two years with MOCJ or the Mayor's Office) with relevant research methodologies and a demonstrated interest in criminal justice;
- Experience with data collection design, data integration and administrative and/ or program data management;
- Proficient in cleaning, coding, merging, and/ or preparing administrative data files for analysis using statistical or general programming (e.g., R, SQL, Python, Tableau, or similar);
- Familiarity with analysis of observational data including difference in differences and instrumental variable techniques;
- Familiarity with time series, spatial analysis, causal inferencing and/ or cost-benefit analysis;
- Managing project timelines, processes, staffing, and deliverables;
- Experience developing or responding to research solicitations (grants, contracts, research fellowships);
- Excellent written and verbal communication skills, with the ability to present data and research;
- Ability to balance competing priorities, complex situations and tight deadlines;
- Ability to think outside of the box to develop novel strategies for analysis;
- Ability to work independently in a fast-paced environment;
- Ability work comfortably with a wide variety of people at different levels within the organization.

Salary: Commensurate with Experience

To Apply:

Please go to www.rfcuny.org. Under "About RF" there is a link for "Careers." Please choose John Jay College of Criminal Justice to find the position. The required documents may include a copy of your resume, a cover letter, a writing sample no more than 10 pages, and three references.

For Additional Information, See:

the DCJ website https://datacollaborativeforjustice.org/ and

the MOCJ website http://www1.nyc.gov/site/criminaljustice/index.page