



<b>Date:</b>	November 2021
<b>Job Title:</b>	Data Analyst
<b>Reports To:</b>	CJCC Executive Director and NORIS Director
<b>Salary Range:</b>	\$55,000 - \$75,000

## Nature of Work

This is a full-time, presently grant funded, position that will support the following projects: Improve information sharing and analysis for NORIS User agencies; Analyze data from multiple sources to inform jail reduction strategies and the reduction of racial and ethnic disparities in the criminal justice system; Provide data sets and/or statistics in support of CJCC initiatives and projects; Publish public data dashboards; Provide data sets for NORIS User agencies on request; and Provide insights from the patterns within a dataset. The Data Analyst is a professional position which may, on occasion, require work hours beyond the regular 8:00 A.M. to 4:30 P.M., 40-hour work week.

## Specific Position Requirements

### MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree with five years' experience in data analysis. Preferred: Master's degree in statistics or related social science field.
- At least 1 year of experience in statistical programming using Python or R, preferably with criminal justice data.
- Knowledge of Microsoft SQL a plus.

**ADDITIONAL QUALIFICATIONS** - we may consider some or all of the following when identifying the most qualified candidates:

- Excellent Word and Excel skills;
- Strong writing, editing, and proofreading skills, especially for description and interpretation of quantitative data;
- Experience with visual presentation of data;
- Strong organizational and time management skills;
- Excellent communication and interpersonal skills;
- Good problem-solving skills;
- Ability to work independently as well as in a team to complete project tasks.

## Duties, Key Responsibilities and Accountabilities as may be assigned

The Data Analyst will serve under the CJCC Executive Director and the NORIS Director and will support the data driven planning and decision making of the CJCC. The Data Analyst will have primary responsibility for:

- Preparing analytic data sets from several large administrative data sets and other sources;
- Conducting on-going and per request analysis of data for the CJCC Board and CJCC committees;
- Creating and presenting analyses to the CJCC Board, CJCC committees, and city or county representatives; and
- Other duties as assigned.