

SNOHOMISH COUNTY JOB DESCRIPTION

PROGRAMS OPERATIONS ANALYST - CORRECTIONS

Spec No. 2258

BASIC FUNCTION

To provide research and analytical services to the Department of Corrections including statistical, jail population, fiscal and capital analysis and forecasting

STATEMENT OF ESSENTIAL JOB DUTIES

1. Designs appropriate research and evaluation methodologies to support sophisticated analytical work on a wide array of sensitive criminal justice issues with major policy implications; collects data and conducts statistical/fiscal analysis; computer simulation and modeling of jail operations, population scenarios and adult criminal justice processes and programs; provides analytical support for intergovernmental contract negotiations including development of long-range population, fiscal and capital forecasts on which to model jail service rate scenarios; develops and presents annual and long-range fiscal, operational and organizational information to staff, labor groups, elected officials, the public and media representatives.
2. Designs, develops and implements technological applications and solutions to improve jail operations and coordination of jail processes with other criminal justice agencies.
3. Prepares detailed analytical reports related to programs and operational requirements, problems, policies and procedures; develops recommended operational and technological improvements.
4. Performs complex research and analysis of politically sensitive areas such as legislation, alternative sentencing options, inmate capacity issues, and population management strategies that has potential fiscal and/or legal implications for the department.
5. Develops life-cycle and cost benefit analyses and prepares forecasting models related to correctional programs and facilities; develops findings, conclusions and recommendations that is provided to elected officials to support policy decisions in the criminal justice area.
6. Serves as adjunct staff to criminal justice committees formulated by Executive or Council action.
7. Identifies and develops grant requests.
8. Coordinates intergovernmental initiatives related to jail population reduction, feasibility studies, and follow-up evaluations; makes public presentations on proposals and results.
9. Serves as a departmental liaison to the Snohomish County District and Superior Court, as well as outlying area courts, to identify and study common criminal issues and recommend solutions and efficiencies.
10. Researches and performs analyses on the impact of legislation related to adult felony and misdemeanor criminal case processing and its impact upon special detention populations, cost and operational workloads.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Prepares a variety of written and presentation materials of policy to include results of analyses and program evaluations, video-based issue papers, inter-jurisdictional contracts, motions, ordinances, amendments, memos, grant applications and other correspondence as required.
12. Represents the department at community forums and other public meetings.

STATEMENT OF OTHER JOB DUTIES

13. Other analysis/project duties as assigned.

MINIMUM QUALIFICATIONS

Bachelors degree in public administration, statistical analysis, or related field; post graduate education preferred ; AND, six (6) years experience performing senior level analytical work such as policy/program analysis, preparing and completing research, program evaluation methodologies, studies, computer simulation and modeling of operations and processes, and statistical, cost-benefit and policy analyses. Statistical research software, Microsoft Word, Excel, PowerPoint and Access experience is required. Experience in general criminal justice system analysis desired. Must pass job related tests.

SPECIAL REQUIREMENTS

Successful candidates for employment must successfully pass an extensive criminal history background investigation and a polygraph examination as a condition of employment.

Candidates must be at least 21 years old at the time of application.

KNOWLEDGE AND ABILITIES

Knowledge of:

- statistical and program evaluation techniques;
- research and evaluation methodologies and analytic techniques;
- computer programs and technology including simulation and modeling techniques;
- jail operations, jail management and administration;
- criminal justice system operations and processes;
- cost-benefit and life-cycle costing methods;
- statistical review and analysis of criminal justice data;
- forecasting methods and the public policies and processes that drive workload;
- trends and developments in criminal justice including the impacts of legislation and public policy decisions;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- principles, concepts and procedures in the field of adult penology;
- capital planning, construction and cost analysis.

Ability to:

- apply computer simulation and modeling techniques to criminal justice data and operations, particularly jail related;
- apply research and evaluation methodologies and analytic techniques to substantive areas such as criminal justice data and operations;
- articulate and explain the basis of Washington State and Snohomish County criminal justice system laws, policies, processes and procedures and apply knowledge to assess, research, evaluate and formulate recommendations on a wide-range of criminal justice issues;
- gather, read, interpret, evaluate, synthesize and communicate complex operations, technical, and statistical information, particularly jail related;
- access and effectively present the relative advantages and disadvantages regarding alternate courses of action;
- investigate and evaluate the economic, political and operational impacts and consequences of departmental and criminal justice system policies and actions;
- organize information and present findings and recommendations in oral, written and graphic form in a clear, concise and logical manner;
- plan and organize work independently;
- exercise initiative and sound judgment to complete assignments and resolve issues;
- make decisions within scope of assigned authority;
- work under pressure and manage several projects concurrently;
- cope with interruptions and changing priorities and meet deadlines;
- prepare a variety of analyses, statistical reports, spreadsheets, cost-benefit and life-cycle cost analyses, graphics, presentations and other material;
- utilize computer technology, software packages and standard office equipment;
- Maintain confidentiality of information;
- read, interpret and apply work-related laws, rules and regulations;
- develop work plans and evaluate accomplishments;
- communicate effectively with and gain the cooperation of people in different age_groups from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with management, elected officials, department heads, associates, project managers, subordinates, other staff, vendors, outside agencies and the general public.

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SUPERVISION

The employee reports to the Deputy Director of Corrections and may receive general direction from other designated management personnel. The work is performed with considerable independence and is reviewed through analyses, reports, meetings, results and management team input.

WORKING CONDITIONS

Work is performed within the secure perimeter of a maximum security Jail, with field work required in Community Corrections and/or minimum-security facilities. The employee will be required to work evenings, weekends and holidays as necessary to complete project deadlines.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2003; Revised March 2006

EEO Category: 2 – Professionals

Pay Grade: 247 – Classified Pay Plan

[Workers Comp: 5306 Non-Hazardous](#)