CLASS: Probation Analyst
ALLOCATION: Probation
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: October 2013

JOB SUMMARY:
Under general direction, plan, organize, and conduct research and evaluation of programs and services provided by the Probation department; research and apply new or expanded knowledge in the criminal justice field by exploring and defining problems, planning the approach for the study, analyzing data, interpreting rules, documenting and reporting findings and recommending program and technological changes.

This is a stand-alone journey-level criminal analyst classification.

CLASS CHARACTERISTICS:
This position reports directly to the Chief Probation Officer and may receive direction from the Assistant Chief Probation Officer.

EXAMPLES OF DUTIES:
Essential:
- Plan, organize and conduct research and evaluation studies for the Department’s programs and services, including the implementation of AB 109 (2011 Public Safety Realignment Act).
- Design data collection procedures, gather, analyze, correlate, and perform statistical analysis and interpretation of data from a variety of resources, such as criminal justice databases.
- Determine goals and objectives and develops strategies to achieve objectives; develop and implement performance and outcome measures; monitor program accuracy and effectiveness; document findings.
- Prepare comprehensive written reports, presentations, maps, or charts based on research, collection, and analysis of intelligence data and present results and recommendations to stakeholders.
- Design, use or maintain databases and software applications, such as developing mapping analysis of geographic data utilizing geographic information system (GIS) tools.
- Develop and implement probation analysis principles, methods and functions.
- Produce computer and desktop publishing devices to generate graphics, bulletins, interactive website charts and maps including geographically impacted areas of probation-based activities and patterns and trends of incidents.
- Research laws and regulations to ensure program compliance and legality of recommendations regarding new programs or program changes; make programming and service recommendations to include contracting out of services provided, seeking new sources of revenues, implementing new programs, revising current programs to increase service levels and efficiency, and/or implementing other options based on research conducted.
- Act as a resource and work effectively with departmental, County-wide staff and other agencies to provide professional research and statistical analysis; develop and maintain positive public relations with emphasis on quality customer service.
- Develop and document procedures for analysis and productive of all probation analysis reports; ensure reports are produced timely and in a format that will be most usable by management and for funding purposes.

Important:
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Organize and maintain collected data in manual and automated systems for storage and retrieval.

EMPLOYMENT STANDARDS:
Knowledge of:
- Principles and techniques of tracking and analyzing data.
- Research design and data collection methodologies.
- Standard research and investigation methodologies, practices and procedures.
• Statistical analysis including the working knowledge of quantitative and qualitative research methods including research design, sampling, data collection etc.
• Principles and methods of advanced statistical modeling, analytical strategies and data theory.
• Theories, principles and practices of modern criminal justice and corrections.
• Criminal justice and corrections programs (e.g. electronic monitoring, alternative sentencing, and community service programs and probation, parole, detention and pre-trial diversion services).
• State and local laws pertaining to the criminal justice system.
• County, Probation and criminal justice organization and operational policies and procedures.
• Current literature, trends and developments in the criminal justice and corrections field regarding evidence-based programs, quality assurance and evaluation techniques.
• Effective communication practices and techniques, both oral and written.

Skill in:
• Utilizing organizational and analytical methods.
• Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
• Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
• Determining how a system or process should work and how changes in conditions, parameters etc. will affect outcomes.
• Effectively speaking to public groups of varied interests and backgrounds.
• Collecting, analyzing and presenting statistical technical data.
• Analyzing data systems and determining what items need to be extracted from the system in order to engage in effective monitoring.
• Computer skills to include statistical analysis programming applications, research applications, webpage creation and publishing and Microsoft Office applications.
• Planning, organizing, developing and implementing research projects.
• Selecting proper research methodology and applying it to program planning problems.
• Defining problem areas, collecting and evaluating data and making effective recommendations.
• Organizing material and presenting information clearly and concisely in verbal and written form.

Ability to:
• Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
• Prepare accurate administrative documents for managers, department heads, members of boards and commissions, and members of the public.
• Read, understand, interpret, and apply legislative directives, grant requirements, policies and procedures, and the criminal justice system.
• Communicate clearly, concisely and effectively verbally and in writing.
• Make effective verbal presentations to various groups.
• Establish and maintain effective working relationships in a diverse work force and community.
• Use computerized equipment and applications to accomplish work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

• See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
• Drive a motor vehicle to attend meetings and presentations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.
Work Environment:
- Generally a typical office environment.

QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree in Criminal Justice, Criminology, Information Systems, Management Information Systems, Statistics or a related field and two years of experience in a criminal justice or university setting analyzing data, conducting research and making recommendations for the solutions of complex problems.

PREFERRED: In addition to the minimum, a Master's degree in Criminal Justice, Criminology, Information Systems, Management Information Systems, Statistics or a related field, a Certificate of Crime and Intelligence Analysis and additional years of experience as previously defined, within criminal justice organizations or programs.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Probation Dept. Approval: Jim Arnold  EEOC: B  Human Resources Approval: Iva Seaberg
Date: ___________________________ WC: 8810.1 Date: ___________________________
Signature: ______________________ Signature: ________________________________