

CORRECTIONAL RESEARCH AND EVALUATION ANALYST

This is specialized analytical and consultative work in providing staff research and program evaluation services to managers within the Department of Correction (DOC). Work involves determining appropriate research and evaluation strategies, selecting appropriate research or experimental procedures with appropriate statistical tests for evaluation, writing analysis and evaluation reports, and consulting with program managers concerning the development of evaluation designs for new programs or projects. Employee is responsible for developing appropriate measures and methods of evaluating programs in the Division of Prisons (DOP) and Division of Probation/Parole. Employee reports to the Correctional Research and Planning Manager.

I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments include program evaluation projects, the development and implementation of diagnostic and classification instruments, the study and analysis of population subgroup characteristics, and providing consultative services. All assignments relate to the provision of research and evaluation services.

Intricacy - Work assignments address a variety of correctional programs and projects which require some modification of evaluation methodologies in order to provide appropriate measurements. The implementation of diagnostic and classification instruments such as tests, scales, computerized social histories, and base expectancy scales often require revision in order to provide more definitive measurements of population subgroup characteristics.

Subject Matter Complexity - Work requires a complete understanding of social/ psychological research techniques and their application to program evaluation efforts, and methods of applying these techniques within the correctional environment.

Guidelines - Guidelines include textbooks, professional publications, assistance from Departmental staff psychologists, consultations with academic authorities, consultation with employees of other State agencies with appropriate expertise, and departmental policies and procedures. Work occasionally requires consideration and resolution of conflicting opinions and information concerning methods of addressing particular issues and/or projects.

II. RESPONSIBILITY:

Nature of Instructions - Employee receives requests for service from departmental managers in writing through supervisor with general instructions on time frames and expected results. Many research projects are initiated by the employee. Employee usually determines project parameters.

Nature of Review - On long-term projects, employee discusses progress and particular problems with supervisor during informal conversations and occasional conferences to ensure adherence to time frames and compliance with established policies and procedures. Supervisor reviews other work upon completion to ensure compliance with established policies and procedures. Final reports and recommendations are reviewed by concerned managers to determine feasibility of implementation.

Scope of Decisions - Results of work assignments affect the psychological, classification, diagnostic, counseling, and related program services offered in DOC.

Consequence of Decisions - Errors in work could result in the misclassification or erroneous diagnosis of inmates, or the drawing of erroneous conclusions concerning a program's performance and effectiveness.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with program managers, academic authorities, and employees of other State agencies with related expertise.

Nature and Purpose - Primary purpose of contacts is to clarify nature of research or evaluation project, to explain various research or evaluation constraints and project results, and to discuss the application of accepted methodologies to novel situations.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is usually conducted in a normal office setting.

Hazards - Work requires occasional travel, and employee is exposed to normal driving hazards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the different types of research and methods of gathering, analyzing, interpreting, and evaluating data. General knowledge of the principles and practices and the standard measures and statistical tools used in sociological/psychological research, and their application within a correctional environment. Ability to plan, design, and promote measures of evaluation, particularly with respect to testing, research projects, statistical analysis, and other research procedures. Ability to effectively convey ideas, in oral and written form, on research and evaluation techniques, methodology, and project results to concerned managers and co-workers.

Minimum Education and Experience - Master's degree in sociology, psychology, statistics, or other program with comparable coursework in research methods and statistical analysis, and three years of experience in the collection and analysis of social and/or psychological data and information, preferably in a correctional environment; or an equivalent combination of education and experience.