

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST II
Executive Services

SALARY GROUP: B17

DEPARTMENT: Executive Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Karen Hall DATE: 02/07/2014

POSITION #: 032214

I. JOB SUMMARY

Performs moderately complex research work. Work involves performing specialized research projects pertaining to fiscal, administrative, and program functions of the agency. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Collects, compiles, and analyzes criminal justice data; assists in preparing research data sets and documenting data structure and definitions; uses statistical methods and relational databases to analyze data sets; and designs, collects, and conducts analyses of quantitative and qualitative data for research projects.
 - B. Prepares and edits technical reports and summaries of research findings; prepares and assists in preparing various statistical and narrative reports; and prepares statistics and other information for presentations.
 - C. Responds to and assists in responding to requests for information; and assists in resolving problems and recommending solutions.
 - D. Assists others in using statistical and research software.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, Public Administration, Public Affairs, Government, Computer Science, Statistical Analysis, Research Methodology, Sociology, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning data analysis or research experience. Fifteen semester hours of graduate course work from a college or university accredited by the CHEA or the USDE in an above-related field may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Criminal justice research experience in collecting data preferred.

B. Knowledge and Skills

1. Knowledge of research methods, principles, and philosophies of criminal justice.
2. Knowledge of statistical concepts and methods and their application to research analysis.
3. Knowledge of standard and appropriate research sources and texts.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of measurement, testing, and evaluation procedures.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to plan, organize, and conduct research projects.
8. Skill to interpret statistical data, charts, and tables.
9. Skill to develop and analyze measuring instruments with respect to reliability, relevance, and validity.

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10. Skill to formulate research hypotheses and structure research designs to account for variables.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill in problem-solving techniques.
13. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.