

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: RESEARCH SPECIALIST II -
Parole Planning

SALARY GROUP: B17

DEPARTMENT: Parole Division

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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: Stuart Jenkins DATE: 8/13/2015

POSITION #: 051167

I. JOB SUMMARY

Performs moderately complex research work. Work involves the 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. Assists in planning, developing, coordinating, and administering research projects; assists in formulating research objectives, programs, and priorities; and assists in designing and creating computer programs for research applications.
 - B. Collects, compiles, analyzes, and submits research data; uses various software programs to construct tables, graphs, and charts; and coordinates and prepares reports for presentation and publication.
 - C. Assists in the preparation of budget requests; maintains cost accounting records of project expenditures; and prepares budget reports.
 - D. Acquires information from agency staff and other state and federal agencies and organizations, assesses data, and responds to data requests.
- * 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 Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning planning, research, statistical analysis, technical program support, or program evaluation experience.
3. Parole process experience preferred.

B. Knowledge and Skills

1. Knowledge of research methods, principles, and philosophies.
2. Knowledge of statistical concepts and methods and their application to research analysis.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to plan, organize, and conduct research projects.
6. Skill to interpret statistical data, charts, and tables.
7. Skill in problem-solving techniques.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to communicate ideas and instructions clearly and concisely.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to review technical data and prepare technical reports.
14. Skill to prepare and maintain accurate records, files, and reports.

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.