POSITION TITLE: Research Analyst

BUSINESS UNIT: Office of the Chief Judge - Research & Evaluation

SALARY RANGE: Grade 18 Step 355 – $66,479.00 (Annually)

POSITION CLASSIFICATION: Exempt

POSITION REPORTS TO: Director of Research and Evaluation

DATE UPDATED: December 2, 2019

POSITION CLOSES: January 3, 2020

JOB SUMMARY:
This is a full-time, limited duration position fully devoted to support the implementation of the entire MacArthur Safety and Justice Challenge (SJC) grant funded project expected to last 24 months. The Office of the Chief Judge is the lead agency and is seeking a Research Analyst to support data driven planning and decision making for the Safety and Justice Challenge in Cook County.

OVERVIEW:
The Cook County MacArthur Foundation Safety and Justice Challenge Stakeholders (the offices of the Chief Judge, the Board President, the Sheriff, the Clerk of the Circuit Court, the State’s Attorney, and the Public Defender) (“SJC Stakeholders”) are committed to collaborative criminal justice reform efforts to reduce the County’s jail population, address the racial and ethnic disparities in arrest and incarceration, and engage the residents of Cook County in a collaborative community dialogue on criminal justice reform. Over the past two years, the SJC Stakeholders have worked to develop a joint strategy to bring together the differing criminal justice agencies in the County along with the Chicago Police Department and the Cook County Health & Hospitals System to develop program and strategies to address these issues to implement the MacArthur Safety & Justice Challenge grant.

JOB DUTIES:
The Research Analyst will serve under the OCJ Director of Research and Evaluation and will support the data driven planning and decision making of the MacArthur Safety and Justice Challenge. The Data Analyst will be the primary point of contact for and facilitator of the MacArthur SJC Data Committee, a group consisting of researchers and data representatives from city and county agencies, and academic research partners. Working closely with the staff of the Research & Analysis Unit of Office of the Chief Judge, the Data Analyst will have primary responsibility for:

- Preparing and curating analytic data files from several large administrative data sets and other sources;
- Conducting on-going and per request analysis of data for the MacArthur SJC Data Committee;
- Creating and presenting analyses to the Data Committee.
Additionally, the Data Analyst will participate in policy committee meetings and liaise with external agencies that have data sharing agreements with the Office of the Chief Judge.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the duties to be performed under the job title.

**MINIMUM QUALIFICATIONS:**

- Education: Master’s degree in criminology, statistics, or related social science field.
- At least 1 year of experience in statistical programming using SPSS or R, preferably with criminal justice data.

**ADDITIONAL QUALIFICATIONS -** we may consider some or all of the following when identifying the most qualified candidates:

- Excellent Word and Excel skills;
- Strong writing, editing, and proofreading skills, especially for description and interpretation of quantitative data;
- Experience with visual presentation of data;
- Strong organizational and time management skills;
- Ability to juggle multiple projects and meet deadlines;
- Excellent communication and interpersonal skills;
- Good problem solving skills;
- Ability to take direction, learn from mistakes, and make changes;
- Ability to work independently as well as in a team to complete project tasks.

**QUALIFIED APPLICANTS SHOULD SUBMIT:**

- Letter of interest addressed to Honorable Timothy C. Evans, Chief Judge, Circuit Court of Cook County, Illinois, addressing work experience and the qualifications for this position;
- Application for Employment for the Circuit Court of Cook County;
- A professional writing sample (may be a research publication, chapter from a thesis or dissertation, or class paper);
- Contact information of three professional and/or academic references
- Applicant’s current resume.

Application materials should be submitted on or before January 3, 2020 via email to ocj.hr@cookcountyl.gov.

Late or incomplete application submissions will not be considered. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

**EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Office of The Chief Judge of the Circuit Court of Cook County to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, or sexual orientation.