



The County of San Bernardino invites application for the position of

Law and Justice Data Analyst (Contract)

Job Number: 19-LJDATA-01

SALARY

\$30.02 - \$40.81 Hourly \$5,203.47 - \$7,073.73 Monthly \$62,441.60 - \$84,884.80 Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



LAW AND JUSTICE DATA ANALYST County Administrative Office

The County of San Bernardino seeks an experienced **Data Analyst** who will coordinate data analysis to inform decision-making and guide implementation efforts for the County's **Law and Justice Group**

Priority Review Date: Friday November 8, 2019

Apply ASAP, as this recruitment may close without notice.

SALARY AND BENEFITS

**This position offers a lucrative salary and benefits package that is valued
Up to \$105,490 ANNUALLY!**

Our retirement plan has reciprocity with CalPERS and '37 Act Plans.

***Future Salary Increases of 3% effective July 18, 2020
Bi-annual step increases of 2.5% up to Step 14***

Excellent Benefits & Retirement - Reciprocity with CalPers & '37 Act Counties

PAID TIME OFF	HEALTH BENEFITS	RETIREMENT	ADDITIONAL BENEFITS
<ul style="list-style-type: none"> • Up to 4 weeks accruable Vacation • 80 hours Administrative Leave • 12 days Sick Leave with unlimited accrual • 14 Paid Holidays • 16 hours Perfect Attendance Leave 	<ul style="list-style-type: none"> • Medical, Dental and Vision - family coverage • Premium subsidies up to \$14,024 annually • Flexible Spending Account with County match up to \$1,040 	<ul style="list-style-type: none"> • Generous Pension • 401(k) with 2-for-1 County match up to 6% salary • 457(b) with .5-for-1 County match up to .5% of salary • Retirement Medical Trust Fund - County contribution up to 2.75% of salary • Retirement Reciprocity 	<ul style="list-style-type: none"> • \$1,000 Education/Membership Reimbursement • Health Club Membership • Dependent Care Assistance Plan • Life Insurance • Long & Short Term Disability • Relocation Assistance • Commuter Services

CLICK HERE FOR ADDITIONAL BENEFITS AND DETAILS

The County's Public Safety Departments, through its Law and Justice Group, actively utilize data-driven analysis to evaluate the effectiveness of public safety services countywide. The **Law and Justice Data Analyst**, assigned to the County Administrative Office, will collect and analyze criminal justice related data in an effort to identify and understand problems and

their causes, and will assist in developing baselines and indicators for ongoing management and continuous improvement.

Essential duties will include:

- Designing, conducting and supporting complex research studies and program evaluations; determining appropriate statistical methods; testing and operationalizing hypothesis regarding system issues
- Data mining from disparate systems and integrating to a central database format to generate ongoing reports or conduct inquiries and studies
- Collaborating with County Departments and other agencies to obtain data; working closely with research consultants to hone down data requests and analysis and convey results
- Analyzing and interpreting data, identifying findings and presenting them in visual and narrative formats that are understandable to practitioners
- Handling and accessing confidential information and protecting the confidentiality of data shared across the justice system

*The Law and Justice Data Analyst is a **contract position** serving at the pleasure of the appointing authority; the incumbent will not attain regular status as a County employee.*

DESIRED QUALIFICATIONS

The **qualified candidate** will possess a bachelor's degree in statistics, mathematics, criminal justice, social science, business/public administration, or other quantitative field that included coursework in statistical methodology, research design or data/statistical analysis, and two years of progressively responsible administrative, professional, investigative, or technical experience with statistical analysis, research design, data collection, combining and analyzing quantitative and qualitative data sets, and refining analysis to both policy audiences and practitioners.

The **ideal candidate** will possess a Master's degree in a qualifying field and have experience collecting and analyzing data across different data systems and working collaboratively with justice system practitioners and policy leaders across various justice system agencies. Additionally, the ideal candidate will be skilled in SQL, MS Excel and Access, STATA/SPSS/SAS/R, as well as data visualization tools to make data compelling and actionable. **Graduate research students are encouraged to apply.**

SELECTION PROCESS

Qualified candidates are invited to apply online at: **www.sbcounty.gov/jobs** or submit a detailed resume and cover letter to: **ExecRecruit@hr.sbcounty.gov**. *If applying via resume, be sure to address the supplemental questions in your application materials.*

The most highly qualified candidates will be referred to the appointing authority for further consideration.

A first review of applications is scheduled for **Friday, November 8, 2019**. Subsequent reviews may be conducted until a sufficient number of qualified applications are received

For additional information contact:

Silvia Zayas, Sr. Human Resources Analyst
SZayas@hr.sbcounty.gov

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 10/26/19 SZ

Law and Justice Data Analyst (Contract) Supplemental Questionnaire

- * 1. Your responses to the following questions will assist us in evaluating your qualifications.

All responses will be verified and must be substantiated in the work history section of your application. You may upload a resume if preferred; please be sure it includes the information requested below.

I understand.

- * 2. Indicate the highest level of education you have completed:

Master's degree in statistics, mathematics, criminal justice, social science, business/public administration, or other quantitative field.

Bachelor's degree in statistics, mathematics, criminal justice, social science, business/public administration, or other quantitative field

Bachelor's degree or higher in other field not listed above.

None of the above

- * 3. Indicate your years of experience conducting statistical analysis, research design, and data collection.

4 years or more

3 to 4 years

2 to 3 years

1 to 2 years

Less than 1 year

I do not have experience as described above

- * 4. Indicate your years of experience combining and analyzing quantitative and qualitative data sets.

4 years or more

3 to 4 years

2 to 3 years

1 to 2 years

Less than 1 year

I do not have experience as described above

- * 5. Indicate your years of experience refining analysis to both policy audiences and practitioners.

4 years or more

3 to 4 years

2 to 3 years

1 to 2 years

Less than 1 year

I do not have experience as described above

- * 6. Indicate all data analysis software with which you have experience:

SQL

MS Excel

MS Access

STATA

SPSS

SAS

R

OTHER

7. List any other data analysis or data visualization tools not listed above with which you have experience.

- * 8. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an

applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above.

* 9. ****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand

* 10. Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once it has been submitted.

I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question