THE COUNCIL OF STATE GOVERNMENTS
JUSTICE CENTER

The Council of State Governments Justice Center (CSG Justice Center) is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, to increase public safety and strengthen communities. In general, the CSG Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

Posting: Senior Policy Analyst, State Initiatives

Job Title: Senior Policy Analyst, Justice Reinvestment (JR)

FLSA Status: Exempt

Department: Justice Center, State Initiatives

Type of Position: Full-time, Regular

Reports To: Dep. Div. Director, Operations, State Initiatives

Reporting to This Position: N/A

Location: Seattle, WA

JOB SUMMARY

The Senior Policy Analyst will develop and guide efforts to monitor state level criminal justice data in order to assess the impacts of justice reinvestment initiatives and provide thoughtful insight and guidance to states regarding the data. The Senior Policy Analyst will collaborate with state level research departments to gather and assess data monthly, as well as collaborate with internal research and policy staff to make recommendations to states.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the policy analyst include, but are not limited to, the following:

- Work with State Division staff to establish relationships with research departments in current and past justice reinvestment states;
- Assist in the development of metrics to monitor JR policy implementation and impacts in states as part of Phase II;
- Establish protocols for the regular receipt and organization of data from current Phase II states;
- Conduct data analysis to produce JR metrics when a state lacks the capacity;
- Establish contacts with previous JR states to regularly obtain population data to continue to monitor the impacts of JR and track where more recent policies may have contributed to or eroded JR impacts;
- Regularly monitor state data for changes in the correctional populations;
- Conduct data analysis to inform presentations related to the projected and actual impacts of JR policies.

SKILLS & ABILITIES

- Proficiency with Excel, SPSS, and PowerPoint;
- Ability to clean, merge, flatten and analyze large data files;

- Knowledge of criminal justice system such that errors in the data are identified and addressed;
- Thorough understanding of how to conduct basic data cleaning and verification;
- Familiarity with SPSS syntax;
- Expertise in visualizing complex system data in a clear and compelling design;
- Ability to convert complex analyses into useable information.

EXPERIENCE REQUIREMENTS

At least 5 - 7 years of criminal justice data analysis and project management experience.

EDUCATION REQUIREMENTS

A college degree (required).

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with internal and external coworkers and customers;
- Frequently views the computer to create policy briefs, memos and presentations;
- Frequently remains in a sitting position to perform desk duties;
- Frequently uses the computer with fingers and hands;
- Frequently works in a well lit, tempered room;
- Occasionally walks throughout office to communicate to coworkers;
- Seldom lifts objects, such as files or paper boxes, with weight up to 25 pounds.

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements (in pdf format and appropriately labeled) to: https://secured.csg.org/csg/jobs

1. Cover letter
2. Resume
3. One writing sample that is an example of summarizing data for a general audience (preferably on a criminal justice topic and no more than three pages)
4. One data-driven PowerPoint or other visualization (preferably of criminal justice data, and in pdf format)
5. Names and contact information for references (at least three)

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

CSG participates in E-Verify