Seminole County Sheriff's Office

RESEARCH STATISTICIAN

Class Spec Code: 1080
Established Date: 10/15/2020
Last Revised Date: 01/19/2022
Effective: 11/18/2022

Salary Range

   $24.17 - $36.26 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

   No

General Description

This position performs professional work applying analytics to statistical analysis. Statistical areas of focus include applying modeling and analytic skills to a wide variety of real and relevant challenges faced by the agency and may include predictive modeling and forecasting to enable decision making by command staff members.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Analyzing data using mathematical/statistical methods.

Identifying relationships, trends, and patterns in, or draw conclusions from, information.

Performs decision support and public policy analyses as needed. Provides planning, research, and needs assessment data related to the development of programs and services. Collaborate across agency division.

Collects and analyzes demographic and needs assessment data related to programs and services.

Develops and maintains planning databases, resource collection, training, education, reporting methods, tentative program proposals.

Identifies specific statistical research areas that merit investigation. Conducts research projects by establishing research methodology, conducts analysis and produces summary findings.

Provides position and decision support for strategic planning. Provides data and analysis to assist management in identifying appropriate courses of action regarding a variety of issues.

Provides data to substantiate public policy position of concern to external governmental bodies and the media.

Develops custom decision models to empower command staff to make effective strategic decision.

Produces regular analytical and informational reports, such as, inmate population trends and incidents, emergency incident performance in accordance with industry and county standards, etc.

Coordinates planning and evaluation of data-laden functions.

Recommends modification or elimination of various programs and procedures based on research, statistical modeling, and analysis.

Issues analysis and information retrieval. Performs a variety of research functions separate from statistical analysis, including researching articles, legislative histories, and other types of information that impact agency functions.

Performs other duties as assigned.

Minimum Qualifications

- Ph.D. preferred or a Master's degree from an accredited institution in Statistics, Research Methods, Public Policy, Political Science, Business Administration, Public Administration or a closely related field
- Four (4) years of experience in statistical analysis and theory
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Experience in time series modeling and forecasting, database construction, report writing, relational database application theory, and extensive MS office application experience. Ability to understand business and applications, capture, organize and present data for making better decisions.

Knowledge of Microsoft Office applications, business English, spelling, punctuation, arithmetic, modern office practices and procedures, Café, and SCSONet. Ability to maintain confidential information; to work independently and with little supervision on a variety of complex issues; to research, organize, and prepare accurate reports, summaries, and/or tabulations; to meet with and maintain effective working relationships with other departments, agencies, offices and the general public.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position. Assignment is within the confines of a correctional facility and may have some contact with inmates or prior inmates.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime; some assignments may have limited inmate contact