

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## RESEARCH SPECIALIST

**JOB CODE: 22015**

**PAY GRADE: 58**

**PAY RANGE: \$60,794 - \$88,151**

### GENERAL DESCRIPTION

Under the general direction of the Research Specialist Supervisor, this position is responsible for collecting, analyzing and reporting accurate statistical data to be used by the Sheriff's Administration as well as other components of the agency to manage agency resources, respond to surveys, internal/external requests and to identify statistical trends. Due to the varied and important nature of projects and programs initiated or assigned, the member is required to work with a high degree of accuracy and independent judgment. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Conducts in-depth research, analysis, design and development of criminal justice projects and programs for the Sheriff's Office
- Researches new programs, processes or technologies, providing accurate reports and/or presentations and sets forth recommendations
- Assists leadership in creation of an agency strategic plan; monitors and reports on the progress and accomplishments as set forth in the plan
- Reviews, prepares and submits data for Uniform Crime Reporting (UCR)
- Reports results of statistical analyses using graphs, charts and tables
- Processes large amounts of data from computers for statistical modeling and graphic analysis
- Identifies relationships and trends in data and presents these trends in concise, accurate reports
- Identifies any factors that could affect the results of statistical research
- Prepares data for processing by organizing information, checking for any inaccuracies or redundant data, and adjusting and weighing the raw data
- Evaluates the statistical methods and procedures used to obtain data to ensure accuracy, validity and applicability
- Evaluates sources of information to determine any limitations in reliability
- Analyzes and interpret statistical data to identify significant differences in relationships among sources of information

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- Uses information obtained from baselines or historical data to structure uncompromised and efficient analyses
- Develops an understanding of fields to which statistical methods are to be applied to determine whether methods and results are appropriate
- Plans data collection methods for specific projects
- Develops and records methodologies used for extracting data to assure duplication of results and to assure future data comparisons use exact variables for accurate comparisons during differing timeframes
- Conducts workload assessments to determine staffing or process improvement needs for agency components
- Envisions and develop ways to analyze trends and present these trends in accurate easily understood analytical products
- Supports the creation, distribution, or completion of external/internal surveys
- Produces timely and accurate monthly, quarterly, annual or semiannual statistical reports in support of Pinellas County Sheriff's Office (PCSO) requestors
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Statistics, Business Administration, Public Administration, or related field
- Two (2) years' related experience
- Or equivalent combination of education and experience
- Completion of all components of a functional Excel test
- Must possess a valid Florida driver's license



## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to apply statistical techniques to large amounts of data and interpret the analysis correctly
- Ability to use a wide range of methods, such as forecasting, data mining, and statistical analysis, to examine and interpret data
- Ability to present clear and concise written and oral reports with excellent communication and interpersonal skills for statistical reporting, presentations, meetings and documentation
- Ability to apply project management skills to chart and monitor progress on assigned projects
- Ability to extract relevant data from various sources to create reports
- Adept in the use of related software for use in word processing, graphics, and spreadsheets
- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of statistical methods, techniques and research methodology used in data collection and report presentation
- Detail orientated and critical thinking skills
- Ability to use a variety of computer equipment and software unique to the job responsibilities and operational requirements
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel and twist