HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
https://agency.governmentjobs.com//harriscountytx/default.cfm
invites applications for the position of:

Justice Policy Research Analyst

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	12/03/20
CLOSING DATE:	01/03/21 11:59 PM

POSITION DESCRIPTION:

About the Justice Administration Department:

The Justice Administration Department (JAD) was created by the Commissioners Court to act as a resource for all County Criminal and Juvenile Justice Agencies. The Department coordinates amongst stakeholders and provides the members of Commissioners Court and County Criminal and Youth Justice Leaders policy research, data analysis, and solutions meant to increase public safety, fairness, equity, efficiency, and accountability throughout the Harris County justice system.

The goals of the Justice Administration Department are to:
- Increase public safety
- Address racial and ethnic equity and inclusion
- Engage in meaningful community engagement
- Reduce reliance on incarceration for both adults and youth
- Reduce barriers to successful community re-integration
- Increase coordination and collaboration across all county justice departments and stakeholders
- Facilitate coordination and collaboration with non-profit community partners serving survivors of crime
- Assist in the implementation of evidence-based practices
- Promote fairness and procedural justice, and enhance public trust and confidence

JAD's Scope and Duties:
- Assess the state of the Harris County justice system via the collection and analysis of data that identify micro and macro-level trends disaggregated by race and ethnicity and evaluate comparative evidence-based practices
- Assess Harris County's highest-impact opportunities to implement new practices and help stakeholders improve existing practices
- Recommends policies to Commissioners Court and stakeholders that are predicated on evidence-based practices generated through JAD's data analysis and research, stakeholder feedback, best practices from experts and other jurisdictions, and to achieve our goals
- Measures the success of the policies and recommends modifications during and after the implementation process
- Facilitates high-quality implementation which requires a high degree of familiarity with implementing agencies

- Supports testing and evaluation to quickly identify areas for improvement and respond and to generate evidence about the impact of bail reform
- Enables effective communication to stakeholders about the impact of justice policies on communities
- Assists the coordination with other Harris County justice agencies to identify existing areas of opportunity related to programs, data infrastructure, and map work processes
- Conducts research nationally to compile an ongoing list of programs that have proven success comparative to our goals
- Staff the Criminal Justice Coordinating Council (CJCC) and its committees, including facilitating CJCC meetings, managing the MacArthur Safety & Justice Challenge grant
- Supports existing technical, research, and policy staff in Harris County justice agencies
- Serves as a resource to help facilitate projects that cross multiple departments and other governmental agencies

What you will do at Harris County:
The Justice Policy Research Analyst is responsible for collecting, analyzing, and synthesizing qualitative and quantitative data to inform County policy decisions. Research is grounded in principles of racial, social, and economic equity. We are looking for a Justice Policy Research Analyst to join our team who is passionate about leading transformative change based on best practices, highly motivated around problem-solving, and will approach focus on racial equity and collaboration with the community and key stakeholders.

Key responsibilities of the Justice Policy Research Analyst position include the following:

- Performs skilled and highly detailed research on various issues related to criminal justice
- Writes policy briefs, in-depth research reports, fact sheets, talking points, and recommendations
- Provides editorial and content feedback on JAD's written material
- Analyzes criminal justice-related budgets and performance trend data
- Assess the impact of criminal justice practices and prepares fiscal estimates of those practices.
- Researches and conducts an analysis of existing and emerging programs and policy areas on the federal, state, and local levels related to JAD's policy priorities
- Monitors and tracks developments across Harris County, Texas, and the U.S., including documenting best practices in furthering JAD's goals
- Informs stakeholders, including working with JAD staff to support the policy-related efforts of the Criminal Justice Coordinating Council.

Harris County is an Equal Opportunity Employer
https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx
If you need special services or accommodations, please call (713) 274-5445 or email
ADACoordinator@bmd.hctx.net

REQUIREMENTS:

What you will bring:
- Doctorate degree in Law, Policy, Public Administration, Public Affairs, Political Science, Law, Economics, Research Science, Criminal Justice, or a related field of study; **and**
- Five (5) years of experience in policy analysis, related government experience, criminal justice analysis, or other areas of analysis that can advance the JAD's mission
- Detail-oriented with experience gathering and reporting on both quantitative and qualitative data. Uses knowledge, facts, and data to effectively evaluate policies and develop policy solutions or recommendations
- Experience synthesizing and summarizing large amounts of information, focusing quickly on the essence of an issue

- Experience writing clear and cogent materials that synthesize policy issues for internal and external audiences with a non-partisan perspective and approach
- Proficient in Microsoft software applications to include Outlook, Word, Excel, and PowerPoint.
- Demonstrated commitment to equity and racial and social justice
- Demonstrated ability to communicate effectively in both oral and written formats

Knowledge, Skills and Abilities:
- Knowledge in various statistical analysis methods
- Knowledge of effective strategies to collect data from internal and external stakeholders
- Strong analytical, problem-solving, and organizational skills, along with strong attention to detail, accuracy and data integrity
- Knowledge of local, state, and federal government operations to included legislation, budget, and policy development
- Highly skilled in written communication and the ability to take complex issues and quickly communicate them succinctly and professionally
- Ability to effectively deliver and communicate information in a variety of settings and to diverse audiences
- Ability to apply logic and critical thinking to evaluate issues to identify strengths and weaknesses and offer various options, solutions, and approaches
- Ability to work in and facilitate cross-functional teams
- Ability to work collaboratively to drive results
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in the execution of their responsibilities
- Ability to work professionally and collegially within a creative, fast-paced culture that emphasizes excellence and teamwork
- Ability to think strategically, critically, and creatively; juggle multiple priorities
- Ability to adjust to changing circumstances
- Ability to organize time efficiently; remain attentive to details; and identify resources for projects
- Demonstrated time and project management skills, including the ability to meet multiple deadlines by maintaining a high level of organization

 NOTE: To qualify for this position, required education, experience, knowledge, and skills must be clearly documented on your application's employment history. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

PREFERENCES:

- Experience researching and writing policy focused on pre-trial best practices and the design and implementation of bail reform strategies to reduce the jail population safely

GENERAL INFORMATION:

HOURS:
- 40 hours Per Week / Monday - Friday
- Occasional Evenings and Weekends

SALARY:
- Commensurate with Experience
- Based on 26 Pay Periods

Due to a high volume of applications positions may close prior to the advertised closing date

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Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting: https://www.governmentjobs.com/careers/harriscountytx

1310 Prairie Street, Ste. 240
Houston, TX 77002

employment@bmd.hctx.net

Position #05793
JUSTICE POLICY RESEARCH ANALYST
MB

Justice Policy Research Analyst Supplemental Questionnaire

* 1. Do you have a Doctorate degree in Law, Policy, Public Administration, Public Affairs, Political Science, Law, Economics, Research Science, Criminal Justice, or a related field of study?

   ❏ Yes
   ❏ No

* 2. Please describe your educational background including level of education completed, area of study, completed major and minor programs and/or relevant coursework as it relates to this position.

* 3. Which of the following best describes your work experience in policy analysis, related government experience, criminal justice analysis, or other areas of analysis that can advance the JAD's mission? (To be considered, qualifying experience must be documented on your application's employment history)

   ❏ Less than one year
   ❏ One year or more but less than two
   ❏ Two years or more but less than three
   ❏ Three years or more but less than four
   ❏ Four years or more but less than five
   ❏ Five or more years
   ❏ I do not have this experience

* 4. Describe your experience working in policy analysis, related government experience, criminal justice analysis, or other areas of analysis that can advance the JAD's mission. Please include: (a) your role(s) (b) types of organizations, (c) scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

*   5. Describe your experience gathering and reporting on both quantitative and qualitative data. Please include: (a) your role(s) (b) types of organizations, (c) scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

*   6. Describe your experience synthesizing and summarizing large amounts of information, focusing quickly on the essence of an issue. Please include: (a) your role(s) (b) types of organizations, (c) scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

*   7. Describe your experience writing clear and cogent materials that synthesize policy issues for internal and external audiences with a non-partisan perspective and approach. Please include: (a) your role(s) (b) types of organizations, (c) scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

*   8. Which of the following Microsoft applications have you used proficiently? Check all that apply.
- ❏ Word
- ❏ Excel
- ❏ PowerPoint
- ❏ Outlook
- ❏ Publisher
- ❏ None of the above

*   9. Do you have experience researching and writing policy focused on pre-trial best practices and the design and implementation of bail reform strategies to reduce the jail population safely?
- ❏ Yes
- ❏ No

* 10. Describe your experience researching and writing policy focused on pre-trial best practices and the design and implementation of bail reform strategies to reduce the jail population safely. If you do not have this experience type "none" in the space provided.

* Required Question