

POSTING DATE: 02/18/2015
REMOVAL DATE: 03/06/2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Research and Information Analyst
Adult Probation and Parole Department

***Open to promotion, transfers or new applicants**

SALARY: \$69,947 - \$77,943 (G30)

FILING DEADLINE: Friday, March 6, 2015 at 4:00 pm

Applications and resumes for this position are being accepted in the Office of Human Resources, Room 668, City Hall, Philadelphia, PA 19107. Qualified applicants may apply by submitting a completed application, resume and cover letter to the Office of Human Resources, Room 668, City Hall, Philadelphia, PA 19107. **No email or facsimile submissions will be accepted.**

REQUIREMENTS:

1. Master's degree from an accredited college or university in criminology, criminal justice, psychology, political science, sociology or a related field. Doctorate preferred.
2. Three years of social science research experience.
Or
Equivalent combination of training and experience providing the characteristics required to perform the essential functions of the class may substitute for those listed including a Master's degree as an educational minimum.
3. Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
4. City residency required within six months of successful completion of a six-month employee orientation period.

GENERAL DEFINITION

The Director of Research supports departmental projects by performing literature reviews, designing and implementing research projects, developing data collection instruments, building and managing databases, conducting statistical analyses, and producing reports and presentations to disseminate research results. Work is performed under the supervision of the Chief Probation Officer.

The employee in this class is responsible for conducting detailed research using appropriate resources, and compiling the published works relevant to the research topic. Researchers are also required to validate information against other research publications in order to provide support and validity to the current

theory. An employee in this class is required to summarize the results of the research and write a conclusion that is supported by the evidence. The data must then be organized in a way that presents/allows other analysts to review and confirm the results. The employee in this class functions as a lead worker within a specialized area providing team leadership to lower level analysts. Additional distinguishing factors between this and a lower level position include the number, size and complexity of assignments, the degree of independence from supervision, the ability to coordinate the work of others, and the level of interaction with management and provider agency administrators.

ESSENTIAL FUNCTIONS

(The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

- Researches topical areas to construct background and context for departmental studies via academic journals, net-based resources, government publications, and participation in subject specific education and training.
- Constructs methodologically sound research designs compatible with research questions. Research designs include identification of sample, addressing reliability and validity of available data sources, data collection methods, and structuring databases in accordance with an analytic plan.
- Applies technical skills and academic concepts to the development of data collection instruments. Technical considerations include matching instrument type and format with available software applications. Academic considerations include maximizing response rates piloting and pretesting.
- Coordinates and monitors data collection initiatives.
- Manages research project databases using SPSS, Microsoft Excel and Access to evaluate and enhance database administration procedures.
- Provides staff support to committees and work groups both internal and external. Staff support includes participation in meetings, presenting research results and completing committee assignments.
- Writes final and interim research reports as well as articles for publication in professional and academic journals.
- Responds to and fulfills public and government agency requests for court data and information.
- Attends conferences, reviews literature and investigates new techniques in program analysis and evaluation.
- Prepares an annual research agenda for the APPD detailing research goals for the year.
- Designs and implements research projects to address questions in the agenda.
- Researches best practices in community supervision and assists with their implementation.
- Prepares research reports and presents results to internal and external audiences.
- Appeals to external researchers to stimulate interest in conducting research with APPD that is mutually beneficial.
- Screens requests for data access; advises Chief Probation Officers which requests to grant/deny.
- Participates in developing grant proposals for research evaluation, and information systems projects.

MARGINAL FUNCTIONS

Performs related work as required.

ENVIRONMENTAL CONDITIONS

Standard clerical official conditions.

Direct contact with diverse court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge of social science research and investigation methodology, its application to a variety of problems, and the methods employed in the presentation of results.
- Knowledge of the standard sources and uses of information in the social sciences.
- Knowledge of standard statistical procedures and their application to research.
- Knowledge of principles, methods and techniques for research and data collection
- Knowledge of principles and practices of utilizing computers for management reporting and analysis.
- Knowledge of computer based systems and associated principles and practices used for data gathering, organization, reporting and analysis, such as database management, graphics, word processing and spreadsheets.
- Knowledge of the current uses and capabilities of electronic data processing equipment, with particular emphasis on personal computer (PC), midrange computer and mainframe applications.
- Skill in conducting research projects and determining appropriate research methods utilizing current research techniques.
- Ability to use computer software packages to manage data and produce tables, maps, graphic displays, and written analysis and oral presentation.
- Ability to utilize computer hardware and software for reporting purposes and management analysis.
- Ability to utilize current query languages, report writers, interactive database programs, spreadsheets and/or application generators and mid-range computer, personal computer (PC) and mainframe systems to improve agency operations.
- Ability to skillfully perform and complete multiple time dependent tasks.
- Ability to effectively communicate theoretical and analytical concepts and findings, both orally and in writing.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective

<p style="text-align: center;">EMPLOYMENT APPLICATION</p> <p style="text-align: center;">FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	OFFICE USE ONLY		
	POSITION		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS (1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)
EMAIL ADDRESS	HOME PHONE BUSINESS PHONE
POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA?
 No Yes NAME(S): _____

<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
--	--

Are you currently or have you ever served in the U.S. Armed Services? Yes No

If yes, years of service: _____

May we contact your present employer for information? Yes No

If no, explain: _____

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date _____

Signature _____

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). Yes No

2. I owe fines and costs to the FJD or another court in another jurisdiction. Yes No
If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). Yes No
If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. Yes No

5. My driver's license is currently suspended or revoked. Yes No
If yes, please explain:

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

I certify that the above information is true and correct. (*Please print legibly*)

Date: _____

Name: _____

(Signature)