



LASSEN COUNTY PROBATION DEPARTMENT

☒ **Adult Probation
Physical & Mailing:**

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8212
Fax# 530-257-9160

☐ **Juvenile Probation**

1415A Chestnut Street
Susanville, CA 96130

Mailing Adr:
2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8213
Fax# 530-257-9160

☐ **Juvenile**

Detention Facility
1415B Chestnut Street
Susanville, CA 96130

Mailing Adr:
2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8324
Fax# 530-251-1891

MEMORANDUM

To: Board of Supervisors

From: Jennifer Branning, Chief Probation Officer *JB*

Date: September 5, 2017

Subject: Criminal Justice Analyst- New County Job Description

Recommendation: Approve Job Description for Criminal Justice Analyst.

Summary: Currently there is a need for a Criminal Justice Analyst to work with the Lassen County Probation Department and the Sheriff Department. This position would be responsible in the assistance in analysis, implementation, and monitoring of specific programs, establishing and reviewing quality assurance measures, and evaluating the efficiency and effectiveness of the programs with the goal of developing strategies to improve our local criminal justice system. This position would better increase our data reporting and helping both departments with Grant Opportunities, state reports (capturing accurate data) to help increase allocations for both departments.

Financial Impact: Increase Expenditure to Probation 145-0561 and to the Local Community Corrections 138-0551 for the new position included in CAO Budget Recommendation for FY17/18.

Attachments: Criminal Justice Analyst- County Job Description



COUNTY OF LASSEN
JOB DESCRIPTION

Class Title:	Criminal Justice Analyst	CLASS CODE	
Department:	Probation/Sheriff	UNIT	MM
Reports to:	CPO/Sheriff or their designee	FLSA Status	Non Exempt
Board Approval		RANGE	20

JOB SUMMARY

Provide responsible para-professional assistance in the analysis, implementation and monitoring of specific programs, establish and review quality assurance measures, evaluate the efficiency and effectiveness of programs with the goal of developing strategies to improve the local criminal justice system.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Chief Probation Officer, Sheriff or their designee; may receive technical and functional supervision from other administrative or professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Evaluate in-custody, alternative custody and community supervision programs by use of statistical tracking of data and trends to develop strategies to maintain evidence based programs.

Perform data mining, monitoring, analysis and create detailed reports that will be utilized by administrative staff to make strategic decisions.

Develop comprehensive and efficient methods for collecting and monitoring data.

Collect, summarize, aggregate and analyze data from various sources to prepare reports.

May be assigned to special criminal justice committees to assist in program development, research program legislation, develop staff reports, compile program data and provide written or oral reports.

Monitor compliance with state and federal mandates, analyze program goals and achievements and recommend changes as necessary.

Develop data collection protocols and document the flow of defendants through the criminal justice system.

Prepare reports on complex issues that present objective, rational findings on which policy decision can be made.

Produce annual agency and quarterly monitoring reports for management.

Provide technical assistance and support in regards to data collection, identification, measurement indicators and quality assurance.

Conduct trainings related to data collection, analysis and quality assurance.

Maintain and write a variety of records, reports and correspondence.

Conduct surveys and perform complex research and statistical analyses and prepare reports as directed.



COUNTY OF LASSEN JOB DESCRIPTION

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Education or training equivalent to the completion of core coursework from an accredited college or university and two years of experience performing administrative or management analysis work which would demonstrate the possession of the above knowledge and abilities.

Education:

Associates degree or its equivalency preferably in policy analysis, public administration, political science, criminology, criminal justice, statistics or a related field.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of business letter and report writing.

Principles of community relations.

Principles and techniques of tracking and analyzing data.

Research design and data collection.

Standard research and investigation methodologies, practices and procedures.

Statistical analysis.

Modern office procedures, methods and computer equipment. Common word processing and spreadsheet software for personal computers.

Current trends, literature and developments in the criminal justice and corrections field regarding evidence based programs, quality assurance and evaluation techniques.

Effective communication practices and techniques, both oral and written.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of work safety.

Ability to:

Establish and maintain effective working relationships with other County employees, representatives of other agencies/organizations and members of the community.

Perform a wide variety of administrative duties on behalf of a high level administrator with little or minimal supervision.

Analyze data systems and determine what items need to be extracted from the system in order



COUNTY OF LASSEN JOB DESCRIPTION

to engage in effective monitoring.

Collect, analyze and present statistical technical data to audiences of varied interests, backgrounds and familiarity of data.

Present oneself in a professional manner with local, state and federal agencies and organizations.

Reason logically and accurately and use sound judgement in the performance of duties.

Analyze situations accurately and develop effective courses of action.

Ability to work cooperatively with other employees.

Physical Demands and Working Conditions:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision or input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.