# Corrections Analyst (Civilian – Shift Work)

 **Grade: 7**

**FLSA: Non-Exempt**

**Date: 06/21**

**Job Summary:** The position requires the utilization of specialized skills in analysis of correctional data to respond to inquiries of both internal and external origin. A strong jail analytical capacity is essential for recording information in a manner that improves understanding of jail operations, practices, performance and outcomes. Presenting analysis so the requestor or end user may clearly and rapidly understand it is as essential as its technical aspects. The employee will manipulate data, process data, and develop comprehensive reports to analyze, document, and present information in regard to correctional and behavioral health trends in St. Mary's County. Performs other duties as required.

**Essential Functions:**

1. Prepare correctional trend reports on a continuing basis noting statistical abnormalities creating mapping and chart products based on analysis. Work closely with the Corrections Division Administrative Section, Operations Section, Support Services Section, Medical, Mental Health and Substance Abuse Program Contractors to establish correctional trends.
2. Answer series of questions about capacity utilization in terms of major population cohorts according to gender, age group, race and ethnicity, language spoken, paths by which they arrived at jail, type of intake, committing authority, current legal status, current stage of their legal process (e.g., awaiting trial, pre-trial, sentenced, awaiting hearing, awaiting release to the community, or release), length of stay, most serious active offenses, and how violent or dangerous these offenses are. Seriousness of offenses may be mapped for local offenses using NCIC's Uniform Code.
3. Research, develop, and create presentations in support of sections, units, and functions of the Corrections Division.
4. Gathers and formats summary and statistical data into monthly and quarterly reports regarding inmate/juvenile transports, daily inmate population, persons sentenced and those awaiting sentencing, medical, behavioral health, and so on. Complies year-end statistics for annual reports.
5. Responsible for monitoring all State of Maryland and Federal reporting procedures and requirements to ensure compliance with the law.
6. Compiles and interprets summary and statistical data to reveal trends for budgetary and comparative purposes.
7. Organize statistics and information for grant compliance and the fiscal budget, which substantiates and justifies requests submitted based on trends revealed regarding inmate criminal activity and demographic composition.
8. Acts as a liaison and interacts between Contractors, Federal, State, and Local Governmental agencies whose policies, laws, regulations, and directives impact upon jail analysis activities, operations, projects and programs.
9. Attend and assist with the facilitation of the Corrections CompStat meetings, other related meetings, and training sessions, as requested.
10. Provide analytical reports and charts to the Sheriff's Office, as requested.
11. Responsible for monitoring all division grants to ensure stringent grant compliance procedures and statistical/performance measure requirements.
12. Work closely with the Division Command Staff to assist with correctional staff realignments and allocation of resources based on workload analysis.
13. Provide technical support and computer software training related to the correctional function to appropriate agency personnel.
14. Responsible as liaison with the Information Technology Department for correctional system interfaces and related security issues.
15. Performs clerical and secretarial tasks including answering the phones, filing, copying, faxing, and ensuring office equipment, printers, faxes, etc. are fully stocked with paper and ink.
16. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain knowledge of Sheriff’s Office Administrative and Operations Manual and St. Mary’s County Government policies and procedures.
2. Ability to review, evaluate, and initiate appropriate action on technical and legal reports, and documents concerning corrections data analysis, surveys, grant compliance, and custodian of records matters.
3. Considerable knowledge of methods in which data is gathered and stored within databases.
4. Ability to effectively compile and evaluate data; prepare reports; and access/utilize automated information system.
5. Ability to effectively deal with situations requiring tact, diplomacy, understanding, and good judgment.
6. Ability to work with sensitive information and maintain appropriate confidentiality.
7. Ability to present testimony in court as a custodian of records.
8. Ability to work independently and complete assigned duties with minimal supervision.
9. Ability to establish and maintain effective working relationships with upper level managers, associates, subordinates, and representatives from other agencies.
10. Knowledge of electronic resources, including the Internet and database information retrieval.
11. Ability to operate relevant computer systems, including hardware and software Microsoft Office Suite for the compilation of complex presentations, spreadsheets, and database management.
12. Skill in making effective presentations before a group, large or small.
13. Ability to conceptualize, develop, write and logically present ideas and recommendations.
14. Ability to maintain a high level of accuracy in assigned task.
15. Ability to assimilate information from a variety of resources. Analyze evaluate, and select, often with limited information, the best course of action.
16. Ability to communicate effectively both orally and in writing.
17. Ability to work in high pressure to meet stringent deadlines.
18. Adherence to strict confidentiality;
19. Ability to work alongside law enforcement personnel, correctional personnel and civilians of the Office of the Sheriff.

**Education and Experience:**

1. Associates degree or equivalent technical training, education and/or experience;
2. Three years or more of related experience, or additional education in a specialized area.

**Additional Requirements:**

1. Must be 18 years of age, possess a valid Maryland State Motor Vehicle License and be a U.S. Citizen or a resident alien;
2. Must pass drug screen and successfully pass extensive background investigation with favorable results;
3. Must be able to work shift work including weekends, holidays and overtime.

**Supervision:**

Supervisor: Support Services Administrator

Supervises: N/A

**Physical and Environmental Conditions:**

Work is performed in the secure confines of the adult detention and rehabilitation center and

requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 10%/+ of the time.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress which require a range of safety and other precautions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to

perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date