Job Description

Date: July 2025   **Position:** Criminal Justice Data Analyst Supervisor

Department:	Criminal Justice Services	Status:	Regular, Full-time, Exempt	Bargaining Unit:		Grade:	21

1. General Statement

Under the general supervision of the Criminal Justice Services Department Director, this position is responsible for directing, collecting, analyzing, managing, and disseminating criminal justice information to improve decision making and advance criminal justice initiatives.

2. Duties and Responsibilities

Essential Functions

- Plans, coordinates, and directs the department of Criminal Justice Services' data initiatives;
- Supervises and directs the work activities of assigned staff;
- Manages and analyzes variety of state, local, and program datasets;
- Makes recommendations for hiring, firing, and disciplinary actions;
- Facilitates and participates in one-on-one staff meetings, program specific staff meetings, and division specific staff meetings;
- Provides support and monitoring for Division staff and conducts regular performance evaluations;
- Prepares, implements, and monitors the operating budget for the Division;
- Tracks data and trends and develops strategies to create and maintain effective and efficient criminal justice programs;
- Displays criminal justice information in dashboard and narrative form;
- Prepares reports for internal and external stakeholders and funders;
- Provides data and technical support to criminal justice programs throughout the department and across the Criminal Justice Coordinating Council (CJCC), including survey development, data collection, and data interpretation;
- Communicates data analysis to policy and program decision-makers;
- Works closely with partners to identify, obtain, analyze datasets and sources, to write and present the CJCC's strategic plan every 5 years;
- Assists workgroups with metric development and annual maintenance of data included in the strategic plan and public facing dashboards;
- Updates, improves, and maintains the department's Annual Reports, Quarterly newsletters, brochures, and other marketing materials;
- Updates, improves, and maintains the department's website and social media sites;
- Participates in the development and conducts staff data related trainings;
- Designs and conducts program evaluation plans for state and federal grants;

- Writes technical reports and participates in writing grant applications and grant reporting;
- Designs, coordinates, and manages data systems and queries for CJCC and the public;
- Serves as a liaison with the State of Montana and other agencies;
- Responds as a subject matter expert for data requests and releases to the public, legal entities, criminal justice partners, media, and other stakeholders;
- Provides technical support to staff within the department with survey development, data collection, and interpretation of the results;
- Presents complex scientific information in an understandable way to CJCC, Citizens' Advisory Committee, County Commissioners, Public Meetings, and internal staff;
- Updates existing dashboards and develop new tools to share data publicly;
- Provides data analysis guidance and training for student interns;
- Informs and provides recommendations to the Criminal Justice Coordinating Council and Citizens Advisory Committee of Division program activities, progress, and barriers;
- Actively attends and participates in meetings and conferences;
- Performs other duties as assigned.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required for this job. Duties, responsibilities, and tasks may change with or without notice.

3. Required Qualifications – Experience & Education

The knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in Statistics, Data Analytics, or a closely related degree with at least two (2) years of job-related experience in policy analysis, data analysis, research, or quality assurance and one (1) year of supervisory experience. Experience in managing large complex data sets preferred. Experience with Tableau, R, Python, ArcGIS On-line and/or ArcGIS Pro is required. Other combinations of directly related education and experience may be considered on a case-by-case basis.

Knowledge Skills & Abilities

Examples of Knowledge
- Department of Criminal Justice Services policies and procedures;
- Lewis and Clark County policies and procedures;
- Microsoft Office applications;
- Web design and maintenance;
- Data dashboard design, implementation, and maintenance;
- Identifying trends and developments in the fields of criminology, diversion, and recidivism;
- Collecting, interpreting, and analyzing data;
- Quality assurance and quality improvement.

Examples of Skills and Abilities
- Programming in Statistical Analysis System (SAS) or Statistical Package for the Social Sciences (SPSS);
- Proficient in using different apps within Tableau, ArcGIS Online or ArcGIS Pro;
- Manipulate and analyze large, complex data sets;

- Descriptive and inferential statistical analysis;
- Identify relationships and trends in data as well as factors that could affect the results of research;
- Identify problems, research to develop and implement solutions;
- Combine pieces of information to form conclusions;
- Skill in public speaking;
- Analytical thinking and problem solving;
- Respond quickly and calmly under stress;
- Excellent written and oral communication skills for a variety of audiences;
- Skill in writing technical reports or grants;
- Performs duties and responsibilities in a culturally sensitive and appropriate manner.

4. Special Requirements
- Must pass criminal background check;
- Must be fingerprinted;
- Must not have been convicted of a felony crime;
- Must be of good moral character, as determined by a thorough background investigation.

5. Physical Demands
Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds. Position requires knowledge and use of typical office equipment including telephone and personal computer. Position requires frequent contact with fellow employees, community agency staff and citizens. Position may require occasional travel to other sites.

6. Reporting Line

This position reports to the following position: Director of Criminal Justice Services

This position has supervisory duties?   Yes X   No
   If Yes, list the position title and FTE:

Position Title	FTE
Criminal Justice Services Program Analyst	1.0

7. Required Signatures
Supervisor Signatures – indicates approval of Job Description.

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Immediate Supervisor Printed Name   Immediate Supervisor Signature   Date

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Department Director Printed Name   Department Director Signature   Date

I acknowledge that I have received a copy of my current job description.

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Employee Printed Name   Employee Signature   Date