

Job Description

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DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	395685	# of Positions:	1	
Business Title:	Research Director	Title Code No:	95019	Level: M1
Civil Service Title:	DIRECTOR OF RESEARCH PLANNING	Title Classification:	Non-Competitive	
Job Category:	Policy, Research & Analysis	Career Level:	Experienced (non-manager)	
Work Location:	350 Jay St, Brooklyn Ny	Proposed Salary Range:	\$100,000.00 - \$135,000.00 (Annual)	
Division/Work Unit:	Executive Support Staff			

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA seeks a Research Director who will be instrumental in establishing a research unit that will manage performance measurement, analytical requests, and quality assurance processes.

Under the direction of the Executive Staff, the Research Director will advance data-driven decision-making in the office by developing, implementing, and overseeing a comprehensive research and measurement agenda that will provide Office leadership and staff with information they need to inform and assess policy and practice—including progress on the District Attorney's (DA's) Justice 2020 initiative—on a regular basis.

To support this agenda, the Research Director will be responsible for working with the Executive Staff in forming a research unit that will support the Office through a range of analytical and measurement activities. Among the key responsibilities of this unit will be leading internal performance data review meetings; designing and producing internal and external analytic reports; fielding analytical requests from the DA and executive team; liaising with external researchers; and engaging in quality assurance to ensure the integrity of both office practices and data and information.

Job Duties

- Work closely with the DA and KCDA leadership to develop and track performance metrics, and set research and data collection priorities
- Develop and oversee internal performance monitoring processes and meetings that support data-driven decision making, consistent with DA's Justice 2020 Initiative
- Respond to analytical requests from the DA and his leadership team, and carry out special projects and deeper analysis as needed
- Design and prepare internal and external reports, as well as presentations to KCDA leadership
- Translate analytical findings into policy and practice implications (e.g., program modifications) that can be discussed with office leadership and management
- Build analytical databases, including extracting data from the warehouse through SQL or other queries
- Create new data collection tools and processes as needed (in collaboration with others)
- Work with the leadership team to identify and develop research and evaluation priorities, and pursue partnerships with external researchers as needed to carry them out
- Write grant proposals and fundraise as needed to further research and planning work, and manage compliance with the data requirements of grant-funded projects
- Ensure that all research carried out within the office and work with outside organizations complies with human subjects standards
- Build and oversee a unit of research and quality assurance staff
- Build collaborative relationships with Assistant District Attorneys, Bureau Chiefs, and other non-research staff in the office who will use the information produced by the research unit to inform decision-making
- Serve as a representative of the DA's Office in external meetings, including those with other city and state stakeholders
- Collaborate with the IT department to develop strategies and mechanisms for ensuring the integrity and accuracy of office data.

Qualifications

- Possession of a graduate degree in a social science field (Ph.D. preferred)
- Seven to 10 years of applied research experience
- Extensive experience managing research projects and staff
- Demonstrated experience in criminal justice policy and research, and a commitment to policy and practice reforms related to the reduction of recidivism, racial and ethnic disparities, and victimization
- Ability to communicate technical research findings to practitioners and other non-research audiences, and to think critically about how to translate research and analytical findings into policy and practice implications
- Strong data management and analysis skills, including experience building, merging and analyzing quantitative data files in SPSS, SAS, SQL, or STATA. Candidates are not required to have experience with all of these programs, but must be able to learn new programs and query language as needed
- Experience working with relational databases
- Strong time management skills, work ethic, ability to prioritize and triage requests, and experience working on deadlines
- Ability to work with non-research staff within and outside of the office
- Excellent written and oral communication skills
- Excellent problem-solving skills
- Knowledge and experience with data visualization principles and practices

***SALARY WILL COMMENSURATE WITH EXPERIENCE.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college with a major in educational research, sociology, psychology, economics or a related field, and four (4) years of satisfactory full-time experience in organization planning, research or evaluation, at least 18 months of which shall have been in an administrative, managerial or executive capacity, or in supervision of professional personnel working in any of the abovementioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, managerial, or executive experience as described in "1" above.

Additional Information

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Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 05/24/2019

POST UNTIL: 06/24/2019

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