

**KANSAS SENTENCING COMMISSION'S  
RESEARCH ANALYST POSITION**

**POSITION # K0184239**

**Job Title:** Research Analyst

**County:** Shawnee

**Agency Name:** Kansas Sentencing Commission

**Posting Type:** External, Full Time, Nonexempt, Unclassified, Benefits

**Salary:** \$39,000 - \$45,000 DOE

**Work Schedule:** Monday through Friday, 8:00-5:00

**Applications accepted through:** Until Filled

**Job Description:**

**Justice Reinvestment Program Management and Evaluation (25%)**

- Design and develop KSSC Justice Reinvestment Graduated Sanctions database.
- Collect sanction information.
- Monitor programs participation in community corrections and court service.
- Participate justice reinvestment meetings and trainings.
- Analyze and evaluate justice reinvestment implementations, including 12 months, 24 months and 36 months evaluations (assist senior research analyst).
- Write evaluation report and interpret results (assist senior research analyst).

**Statewide LSI-R Monitoring and Evaluation (20%)**

- Collect statewide offenders' LSI-R information, including presentence, after sentence and postrelease LSI-R scores.
- Monitor and analyze offenders risk levels.
- Periodically review and make recommendation to the Commission for LSI-R cut-off changes.

**Legislative Impact Assessments (15%)**

- Prepare legislative impact assessments on incarcerated adult and juvenile population as instructed by the direct supervisor or the Executive Director.
- Utilize current and historical sentencing trends to generate assumptions.
- Translate the proposed policy changes into quantifiable metrics.
- Apply simulation methodology to statistically project the impact of the proposed policy change on the adult and juvenile justice systems.

**Monitor and Evaluate SB 123 Drug Treatment Offenders (10%)**

- Perform statistical analysis on SB 123 drug treatment offenders, including SB 123 assessment scores and initial and discharge ASI scores.
- Generate appropriate research designs and methodologies to evaluate the SB 123 drug treatment programs.
- Produce evaluation reports and monitor SB 123 Drug assessments and treatment.

**Cross Duties (15%)**

- Enter journal entries and probation revocation journal entries.

- Maintain and clean journal entry databases.
- Perform analysis on current and historical sentencing practice and provide data information in tables or graphics for various stakeholders.

#### **Data Request (10%)**

- Response to various kinds of data requests from legislature, federal, state, and local government agencies, public and private sectors and individuals.

#### **Other Duties (5%)**

- Other research duties as assigned by the direct supervisor or the Executive Director.

#### **Minimum Requirements:**

One year of experience in collecting, evaluating, studying and reporting on statistical, economic, fiscal/budget, legislative or administrative data.

#### **Preferred Qualifications:**

Experience utilizing statistical software (SPSS or similar). Experience developing, designing and conducting research evaluation including data collections, analyses and interpreting results. Familiarity with criminal justice terminology is helpful.

- A minimum of master's degree and advanced knowledge or prior experience in the research fields of criminal justice, social sciences, education, economics or equivalent
- Understanding of both quantitative and qualitative research designs
- Experience in database designs and management
- Experience with cross-sectional, longitudinal, and cohort studies
- Proficient skills in Microsoft Word, SPSS, Access, Excel and Graphics
- Strong SPSS syntax writing and problem solving skills
- Strong SPSS statistical analysis skills including basic, advanced, professional and trend analyses
- Experience in forecasting techniques, developing and designing various forecasting models in fields of criminal justice, such experience and knowledge include regression modeling, exponential smooth forecasting, and simulation modeling
- Excellent writing and communication skills

#### **How to Apply:**

A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>.

Your application will be considered incomplete and you may be found ineligible if you fail to submit **all** required documentation by the closing date of the vacancy announcement.

#### **Required Documents:**

- **Resume, Cover Letter, Recent Writing Sample, Three Professional Job References and Kansas Tax Clearance Certificate**  
(Send to Brenda Harmon, [brenda.harmon@ks.gov](mailto:brenda.harmon@ks.gov) )
- **Academic transcripts will be required at time of interview**

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:** Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html> A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03.

**Recruiter Contact Information:**

Name: Brenda Harmon  
Kansas Sentencing Commission  
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Topeka, KS 66603  
Email: [Brenda.harmon@ks.gov](mailto:Brenda.harmon@ks.gov)

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.

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