SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/02/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: STAT/RESEARCH ANALYST II SCDC POSITION #: 010236
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: OFFENDER INFORMATION MANAGEMENT, COLUMBIA (RICHLAND)

STATE JOB TITLE: STATISCL & RESRCH ANAL II STATE JOB CLASS: BB20
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 038000 SCEIS POSITION #: 61016649

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND PROFESSIONAL EXPERIENCE INVOLVING
RESEARCH, DATA MANAGEMENT AND RECORD-KEEPING ACTIVITIES.
A BACHELOR'S DEGREE WITH MATHEMATICS AND/OR STATISTICS
COURSES MAY BE SUBSTITUTED FOR THE REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A BACHELOR'S DEGREE IN RELATED FIELD; OR AN
ASSOCIATE'S DEGREE IN A RELATED FIELD AND ONE (1) YEAR OF EXPERIENCE
IN STATISTICAL PROGRAMMING.

DESCRIPTION OF DUTIES:
RETRIEVE OPERATIONAL AND PROGRAM DATA FOR SCDC AND EXTERNAL USERS.
PRODUCE AD HOC STATISTICAL REPORTS AS NEEDED. MAINTAIN AND UPDATE
SCDC TREND DATA SERIES. GENERATE DATA FOR SURVEYS AND STATISTICAL
STUDIES. PARTICIPATE IN THE PRODUCTION OF ANNUAL, QUARTERLY, AND
MONTHLY STATISTICAL REPORTS. MAINTAIN DATA SERIES ON SENTENCE, TIME
SERVED BY CRIME. PRODUCE AND SCHEDULE SCEIS REPORTS USING BUSINESS
OBJECTS, BUSINESS WAREHOUSE, OR OTHER REPORTING TOOLS. RESUME REQUIRED
COMMENTS:
PLEASE SUBMIT RESUME WHEN APPLYING FOR THIS POSITION.