SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/03/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: DIR PLANNING/RESEARCH SCDC POSITION #: 012696
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: OFFENDER INFORMATION MANAGEMENT, COLUMBIA (RICHLAND)

STATE JOB TITLE: DIR OF PLANNING/RESEARCH STATE JOB CLASS: BB50
PAY BAND/LEVEL: 07 E
BAND: 07 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 056888 - $ 083795 SCEIS POSITION #: 61016651

MINIMUM AND ADDITIONAL REQUIREMENTS:
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE IN COMMUNICATIONS, BUSINESS ADMINISTRATION, COMPUTER SCIENCE, MATHEMATICS, STATISTICS, MANAGEMENT INFORMATION SCIENCE OR A RELATED FIELD AND EXPERIENCE IN TELECOMMUNICATIONS AND/OR DATA PROCESSING. KNOWLEDGE OF STATISTICAL AND/OR RESEARCH TECHNIQUES AND MANAGEMENT. WORKING KNOWLEDGE OF DATA PROCESSING, INFORMATION SYSTEMS, DATA BASE TECHNOLOGIES, AND CRIMINAL JUSTICE SYSTEMS, (ESPECIALLY CORRECTIONAL MANAGEMENT). MANAGEMENT, CONCEPTUAL, COMMUNICATION, ORGANIZATION, AND PLANNING SKILLS ARE CRITICAL.

DESCRIPTION OF DUTIES:
MANAGES STAFF OF STATISTICIANS AND RESEARCH ANALYSTS SUPPORTING EXECUTIVE INFORMATION REQUIREMENTS. PROVIDES AD-HOC REPORTS, WHAT-IF SCENARIOS, AND/OR TREND ANALYSIS TO MANAGEMENT, ENABLING INFORMED POLICY DECISIONS. ANALYZES THE IMPACT TO SCDC OF PROPOSED LEGISLATION AND PREPARES FISCAL IMPACT STATEMENTS. PREPARES INMATE POPULATION PROJECTIONS BASED ON HISTORICAL DATA AND PROPOSED CHANGES TO THE CRIMINAL JUSTICE SYSTEM. DIRECTS ADVANCED DATA ANALYSIS AND THE PRODUCTION OF MANAGEMENT REPORTS FOR INTERNAL AND EXTERNAL USERS. COORDINATES AGENCY RESPONSES TO REQUESTS FOR INFORMATION, SURVEYS, ETC. MAINTAINS CURRENT AND HISTORICAL INMATE POPULATION STATISTICS, PROFILES, AND STAFFING REPORTS PUBLISHED ON THE SCDC PUBLIC WEB SITE. SETS SCDC RESEARCH POLICY AND EVALUATES RESEARCH PROPOSALS. PREPARES MANAGEMENT PRESENTATIONS ADDRESSING IMPACT TO SCDC OF POLICY DECISIONS, LEGISLATION, ETC.
COMMENTS:
MUST SUBMIT RESUME WHEN APPLYING FOR THIS POSITION