

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF EVALUATION & ANALYSIS

Basic Purpose:

The position assigned to this job plans, organizes, and directs the statistical and information reporting programs of the department.

Typical Functions:

- Serves as the department's expert in providing statistical information and analysis.
- Plans, coordinates, and directs the collection, tabulation, and reporting of data in statistical and research programs.
- Assists appropriate staff in developing statistical studies for planning and administrative purposes and in altering and improving existing programs and services to fit agency needs.
- Advises internal and external stakeholders regarding information availability and provision of compiled data sets.
- Ensures that the policies and procedures for the assigned areas are current and aligned to meet the needs of the department's operations.
- Manages the budget, staff, and resources for the assigned area.

Knowledge, Skills, and Abilities:

Knowledge of the theory and methods of statistical research; of the principles and practices of management and supervision; of methods for the presentation and interpretation of complex statistical information. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to plan, direct, and coordinate the activities of others; to interpret, analyze, and resolve highly complex and technical information; to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; and to organize and conduct several projects simultaneously.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Master's degree in social science, business or public administration, statistics or related decision sciences, and five (5) years experience in technical statistical and research work.

Preferred Qualifications: Ph.D. in Public policy, criminology, political science, sociology, statistics, or a related field and two (2) years of professional experience conducting research and evaluations; or completion of course work for a Ph.D. with dissertation near completion.