

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **STATISTICAL ANALYST**

### **Basic Purpose:**

This position will perform basic and advanced statistical analysis and evaluation on department policies and programs. This position will also answer queries regarding department data and information and complete projects which will include but is not limited to: DOC annual report and related documents, evaluations of programs (such as re-entry, mental health, or substance abuse treatment), fiscal notes, and analysis of recidivism rates or DOC population projections. This position will also evaluate and make recommendations on external research and its applicability to DOC as well as on requests for data or to conduct research made by external researchers and organizations.

### **Typical Functions:**

- Conduct basic and advanced statistical analysis and program evaluation, including multivariate, and econometric or stochastic modeling, using the appropriate tools and designs given the available data and logistics to complete the work. Prepare reports of findings and present as appropriate.
- Respond to research and program evaluation queries from external and internal sources. This may include research and evaluation of studies from other sources and jurisdictions.
- Evaluate and make recommendations regarding external and internal requests for data, such as state/federal agencies, nonprofit organizations, academic researchers, advocacy groups.
- Prepare articles for publications in journals, newsletters, or other periodicals, present findings or discuss related topics at conferences, workshops, hearings, or other public meetings.
- Advise staff on appropriate technical hardware and software.
- Assist and advise department units on the development of specific and ongoing data collection processes.
- Maintain up-to-date knowledge of query language writing and development to effectively retrieve information from relational databases.
- Provide recommendations and assessment of research proposals by outside groups such as colleges, universities, foundations, individuals, and similar entities.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**STATISTICAL ANALYST**

**Knowledge, Skills, and Abilities:** Knowledge of statistical and research theory and methods; of sources of data; of probability and sampling; of data processing applications to data management problems; of visual representation; of data a wide range of analytical principles and practices; and of methods and techniques of disseminating public information. Ability is required to produce and maintain accurate data; to write technical reports using statistical software programs; to plan and organize programmatic research projects; and to conduct cost/benefit analysis.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Master's degree in public policy, criminology, political science, sociology, statistics or a related field and two (2) years of professional experience conducting research and evaluations.