



STATE OF OREGON POSITION DESCRIPTION

Position Revised Date:
04/17/2026

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Oregon Criminal Justice Commission

Facility: McGilchrist House

☒ New
 ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Research Analyst 4</u>	b. Classification No: <u>C1118</u>
c. Working Title: <u>Senior Research Analyst</u>	d. PPDB No/WD ID: <u>TBD</u>
e. Section Title: <u>Research</u>	f. Agency No: <u>21300</u>
g. Employee Name: <u>TBD</u>	h. Budget Auth No: <u>TBD</u>
i. Supervisor Name: <u>Officer, Kelly</u>	j. Repr. Code: <u>UA</u>
k. Work Location (City – County): <u>Salem – Marion</u>	
l. Position: ☐ Permanent ☒ Full-Time ☐ Seasonal ☐ Part-Time ☒ Limited Duration ☐ Intermittent ☐ Academic Year ☐ Job Share	
m. FLSA: ☒ Exempt ☐ Non-Exempt If Exempt: ☐ Executive/Supervisory ☒ Administrative ☐ Professional ☐ Computer	n. Eligible for Overtime: ☐ Yes ☒ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Criminal Justice Commission (CJC) is to improve the effectiveness and efficiency of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning.

The primary duty of the agency is the development and maintenance of a comprehensive, long-range plan for a coordinated criminal justice system in Oregon that encompasses public safety, crime reduction and prevention, and accountability, treatment and rehabilitation for individuals involved. The scope of this work includes:

- Analyzing crime, prison use, recidivism and other public safety outcomes throughout Oregon
- Estimating the fiscal and racial/ethnic impact of statewide public safety legislation and initiatives
- Coordinating advisory committees and technical assistance related to criminal justice reform
- Administering federal and state grants aimed at local justice system improvements and innovations

This position is established within the CJC’s Research Division. The Research Division is responsible for conducting analyses of statewide criminal justice data and information for the Governor’s Office, legislators, state agencies, local government partners, and the public. The research conducted by this division informs the development, implementation and evaluation of related law, policy, practice and appropriation, and impacts Oregon’s entire public safety system including local criminal and juvenile legal systems, Oregon Judicial Department, Oregon Department of Corrections, Oregon Youth Authority, and community-based partners.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Identify, plan, lead and report on complex research projects related to ongoing and emerging issues in Oregon’s criminal and juvenile justice system. The types of projects designed and managed by this position include:

- Random control trials and quasi-experimental analyses examining the effectiveness of justice system interventions
- Analyses of racial, ethnic and other forms of disparities among individuals involved in the criminal and juvenile legal systems
- Resource allocation and cost-benefit analyses of justice system interventions
- Analyses of trends in criminal offending, involved youth, arrests, incarceration, and recidivism.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
50%	R	E	Research Planning, Design and Analyses Identify research needs and design research methodology independently or in consultation with external partners, committees, or task forces. Gather and review international, national, and state best practices literature and academic research related to justice system interventions. Write research project proposals and relevant grant applications. Perform complex economic and statistical analyses of national, statewide, and local strategies aimed to improve Oregon’s criminal and juvenile justice systems (e.g. crime reduction, key drivers of system involvement, system diversion, prison population management, recidivism reduction). Evaluate statistical implications of policy requests and generate actuarial risk equations for executive leadership, legislators, and other state agencies. Design forms, surveys and databases to collect qualitative and quantitative data. Compile and analyze data for policy formulation and program evaluation. Perform complex analyses utilizing a variety of statistical software (e.g. SAS, R, Stata, Tableau). Analyze and make strategic recommendations for resource allocation, service delivery, addressing racial, ethnic and other forms of disparities, quality assurance, program and intervention effectiveness. Respond to administrative and legislative requests for fiscal analyses.
20%	R	E	Report Preparation, Delivery, and Communication

			Develop and write reports for publication on outcome evaluations, research studies, and statistical analyses including summary tables, graphs and charts.
			Present findings, reports and recommendations to the Commission, Governor's Office, legislature, and other state or national organizations to inform criminal and juvenile justice policy and planning.
			Serve as spokesperson on research projects, reports and findings to media, academic institutions, and the public.
			Train and guide other analysts on research practices, report writing and visualizations.
			Utilize a variety of software in the presentation and visualization of relevant criminal justice system data (e.g. SAS, R, Stata, Tableau, Excel, Word, PowerPoint).
15%	R	E	Technical Consultation
			Consult with other local, state and federal agencies on data availability and restrictions.
			Serve as liaison with state agencies, county departments, court officials, community organizations, legislators, Governor's Office, and key partners regarding outcome evaluations, research studies, and statistical analyses.
			Collaborate with other states, federal agencies, academic institutions, and national non-profit organizations on research findings and best practices for justice system interventions.
			Provide technical expertise on research design and methodology, implications and applications of research findings, and best practices to state and local criminal and juvenile justice agencies.
10%	R	E	Project Management
			Coordinate with executive leadership, commissioners, Governor's Office, or legislators to define project scope, goals, and deliverables.
			Develop scope of work documents and evaluation plans for third party consultants and vendors.
			Monitor project progress via reports, in-person meetings, electronic communications, etc.
			Review project reports and evaluations, consultant/vendor progress reports, and agency memoranda.
5%	R	NE	Other Duties as Assigned
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position works in a typical office environment, with occasional lifting of office supplies and equipment. The majority of the workday is spent at a computer.

Workload can be demanding, requiring priority management. Significant weekend and evening work may be necessary, especially for project deadlines.

Intra and interstate travel may be required 5-10% of the time in all types of weather.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Department of Administrative Services (DAS) Policy, Rules and Procedures, CJC Guidelines and Policy, Oregon Administrative Rules, applicable Oregon Revised Statutes, applicable legislation related to criminal justice, governmental statistical publications (e.g., BJS, UCR) regarding public safety, criminal and juvenile justice, and related topics.

- b. How are these guidelines used?

This position refers to the above guidelines to ensure compliance with governing rules and regulations, operating policies and procedures, and as technical references for following established industry standards and agency protocols.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Agency Staff	phone/person/written	Provide/obtain information; review and discuss results of research, forecasts and recommendations	Daily
Research Director	phone/person/written	Coordination of research projects; review and discuss results of research, forecasts and recommendations	Daily
Agency Director	phone/person/written	Planning discussions, policy recommendations	As needed
Local and State Agencies	phone/person/written	Provide/obtain information; review and discuss results of research, forecasts and recommendations; present research findings	Weekly
Legislature and Staff; Governor and Staff	phone/person/written	Provide/obtain information; review and discuss results of research, forecasts and recommendations; present research findings	As needed
Media; General Public	phone/person/written	Provide/obtain information; review and discuss results of research, forecasts and recommendations; present research findings	As needed
Consulting/Research Firms; Academic Institutions	phone/person/written	Conducting research for the State and Agency	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The position will make decisions necessary for the independent planning and implementation of complex research studies related to public safety and criminal justice within the state of Oregon. Specifically, based on the expertise of the incumbent within this position, the incumbent will have authority over research methodologies, data collection methods and strategies, policy recommendations, and overall research project scope. Areas of analysis effected by decision-making include resource allocation, program effectiveness, and

disparity analysis. The incumbent is also responsible for decisions concerning the creation of research reports that include local and state implications and applications of findings, and best practices for justice system interventions. The incumbent is also responsible for the communication of those reports to a wide variety of external audiences, ranging from lay persons to experts, such as the public at large, legislators and legislative committees, high-level state agency personnel, and the Governor’s Office.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Business Operations Manager 3	WD# 000000052638	Routine observations; in-person or virtual meetings; formal and informal assessment of work products	Routinely and quarterly	Performance accountability and feedback

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position?

How many employees are supervised through a subordinate supervisor?

0

0
- b. Which of the following activities does this position do?

☐ Plan work

☐ Assigns work

☐ Approves work

☐ Responds to grievances

☐ Disciplines and rewards

☐ Coordinates schedules

☐ Hires and discharges

☐ Recommends hiring

☐ Gives input for performance evaluations

☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires extensive training in and knowledge of statistics, research methods, experimental and quasi-experimental design, the use of statistical software such as SAS, Stata, R, Tableau, and the use of other productivity software including Excel, Word, and PowerPoint. Given the range of skills required for this position, an advanced educational background in economics, criminal justice, sociology, or related fields is desired.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
<i>Ryan Leck</i> _____ Appointing Authority Signature	8/5/2026 _____ Date		