



Criminal Justice Research Manager

Annual Salary Range: \$92,073 to \$142,714

First Review of Applications: November 29, 2021 – Opened until filled

Expected Start Date: February 2022

Overview of the Criminal Justice Research Division

SANDAG's Criminal Justice Research Division is nationally recognized for its work in research related to public safety/health issues, as well as in the field of program evaluation. Division staff collect and maintain historic and current crime and justice related information from the region's local law enforcement agencies.

Role

This position will plan, manage, and oversee the activities and operations of the Criminal Justice Research Division and coordinate assigned activities with other agency departments, member agencies, and other outside agencies.

Job Responsibilities

- Plan, supervise, manage, and oversee the activities and operations of the Criminal Justice Research program; coordinate assigned activities with other SANDAG departments, the Board of Directors, Policy Advisory Committees, member agencies, and outside organizations.
- Manage the development and implementation of division goals, objectives, policies, and priorities; establish appropriate service and staffing levels for the division, and allocate resources accordingly.
- Develop and nurture relationships with the community, justice system stakeholders, and other partners.
- Participate on a variety of justice and health-related boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of criminology.
- Understand policy concerns and develop these into potential research projects; identify and secure funding sources and grant revenues by writing research proposals to support division activities.
- Assume independent project responsibility and direction as principal investigator; conduct research develop study designs and data collection instruments, perform statistical analyses and prepare and present findings to SANDAG Policy Advisory Committees and the Board of Directors, as well as other local, state, and national groups.
- Incorporate equity throughout the research process and understand how race and ethnicity contribute to disparate results; incorporate practices that acknowledge and account for differences between cultures.
- Implement, manage, and review policies and procedures to ensure data quality are consistently implemented.
- Plan, direct, and coordinate the Criminal Justice Research work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Criminal Justice Research program budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments.
- Develop project plans, scopes of work, project deliverables, budgets, and schedules; administer contracts and ensure projects progress on schedule, within budget, and at a high quality; ensure projects are completed in adherence to funding requirements.
- Respond to media, community, and Board member requests related to criminal justice data and other division issues.



Experience and Qualifications

- A bachelor's degree from an accredited college or university with major course work in criminology, sociology, or a related field with an emphasis in research methods. An advanced degree in criminal justice, sociology, or public administration is preferred.
- A minimum of seven years of increasingly responsible experience in criminal justice research, program planning, policy formulation, and data analysis, including three years of administrative and supervisory responsibility.
- Demonstrated knowledge of the criminal justice system and process, and the principles and theories of criminal behavior and sociology.
- Experience providing administrative and professional leadership and direction for a criminal justice research program; demonstrated knowledge of organization and management practices related to the analysis and evaluation of criminal justice programs, policies, and operational needs.
- Experience developing, implementing, and administering goals, objectives, and procedures for providing effective and efficient criminal justice research services; experience analyzing problems, identifying solutions, and proposing recommendations.
- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work including agency and other government officials, community groups, the public, and media representatives; ability to gain cooperation, consensus, and discuss difficult regional concerns through discussion and collaboration.
- Knowledge and understanding of the public safety system and innovative and impactful ways to measure public safety to help inform policies, processes, and positive change; experience ensuring evaluations link research to practice to support regional crime control planning and policy.
- Ability to interpret, understand, and apply Federal, State, and local policies, procedures, laws, and regulations.
- Experience preparing federal, state, and local grant applications; experience managing and overseeing successfully awarded grant funds.
- Demonstrated expertise in a variety of research methods and statistical analysis techniques; general knowledge and experience using statistical software (e.g., SPSS, R) and other software/packages used by research staff (e.g., Python, SQL).
- Outstanding written and oral presentation skills, ability to effectively communicate to a variety of audiences including elected officials, technical staff, and the public; ability to prepare clear and concise reports.
- Data visualization experience and the ability to translate data into actionable and understandable information.
- Demonstrated experience with budget preparation and control; ability to prepare and administer large and complex budgets; demonstrated ability to meet program and project goals in a timely manner and within a limited budget.
- Demonstrated project management experience including preparing budgets and schedules; RFPs, scopes of work, and contracts; experience evaluating proposals and selecting and managing consultants.
- Experience supervising and evaluating the work of professional and technical personnel; experience providing administrative and professional leadership, training, and direction for assigned programs and projects; and delegate authority and responsibility.
- Ability to work in a fast-paced environment with competing priorities and multiple projects.
- Working knowledge of the Windows operating system and experience using the Microsoft Office Suite, such as Word, Excel, and PowerPoint.
- Ability to successfully pass a Criminal and Civil Background Investigation conducted by the San Diego County Sheriff's Department, and on an annual basis thereafter.

Benefits

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and contribution to the SANDAG deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing hr@sandag.org or calling (619) 699-1900. Completed applications can be submitted via email, fax, or regular mail. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

SANDAG requires all new employees to be fully vaccinated for COVID-19 within 45 days of hire; reasonable accommodation requests will be considered.

SANDAG Employees are expected to work in-person in the downtown San Diego office.

Contact Us



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