

EMPLOYMENT OPPORTUNITY
KANSAS DEPARTMENT OF CORRECTIONS
Central Office – Enforcement Apprehensions & Investigations

Risk Management Information & Intelligence Coordinator (Research Analyst)

Unclassified position

Central Office

Topeka, Kansas

OPENS: 01/28/08

CLOSES: 02/06/08

POSITION:

The Kansas Department of Corrections manages eight correctional facilities with twelve locations, under the Facilities Management Division in Central Office. This position will collect internal intelligence and investigation information; prepare reports and summaries that meet information needs of managers, administrators and case managers within the KDOC, necessary to support risk management, including risk reduction and risk containment. This position will also serve as the KDOC's liaison to the Kansas Intelligence Fusion Center/Threat Integration Center, and coordinate with the Kansas Bureau of Investigation (KBI), local law enforcement agencies, the Kansas Criminal Justice Coordinating This position will also work with the KDOC Detainer Coordinator and representatives of the KBI to identify barriers to warrants issued for offenders under the custody of the Secretary of Corrections being lodged upon issuance, and to identify and help implement strategies to overcome those barriers, and to exchange information between the KBI and KDOC about all pending warrants on KDOC offenders.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. Education may be substituted for experience as determined relevant by the agency.

PREFERRED REQUIREMENTS and Qualifications: (will be used in screening processes)

Degree in criminal justice, law enforcement, psychology, statistics, business administration, math, or other research or social sciences discipline.

Two (2) years experience in a criminal justice, law enforcement or corrections agency.

One (1) year experience working with statistical software (e.g., SPSS, SAS, etc.)

One (1) year experience working in a position that involved collecting and tracking data.

Demonstrated proficiency with Microsoft Excel, Microsoft Access or other data management software.

Demonstrated ability in analyzing and reporting out data, and preparing interpretive reports.

Demonstrated communication skills, showing the ability to organize and clearly express information in written and verbal form.

Strong organizational skills.

This position must also pass a top security clearance, criminal background check and drug/alcohol test.

Salary: \$40,000 - \$44,000 (based on qualifications)

How to Apply: To be considered for this position

1. Contact: Vicki Canaday, 785-296-4495
2. complete and submit a State of Kansas application, either on-line or paper form, enter requisition #159502;
3. provide any documentation for specialized trainings or schoolings; and
4. provide college transcripts necessary to meet requirements to:

Kansas Department of Corrections

Attention: Human Resources

900 SW Jackson

LSOB 4th floor, Topeka, KS 66612

ACCOMMODATIONS: The Americans with Disabilities Act of 1990 ensures your right to reasonable accommodations. Arrangements will be made if you have a disability that requires an accommodation in completing an application form, in taking an examination, or in an interview or assessment. A request for an accommodation will not affect your opportunities for employment with the Kansas Department of Corrections. It is your responsibility to make your needs known. Please notify the contact person indicated in this notice if you have a need and what accommodation you require.