



## GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

**POSITION TITLE:** Research Analyst  
**SALARAY RANGE:** \$68,294.00 – \$87,374.00  
**POSTED:** September 21, 2016  
**CLOSING DATE:** October 21, 2016

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### **Introduction**

The position is located at the Office of Police Complaints (OPC). OPC is a District of Columbia agency that investigates citizen complaints of police misconduct. The OPC Research Analyst is responsible for the extensive and in depth research and statistical analysis, evaluation, and reporting of associated with the mission OPC.

Under the general supervision of the Deputy Director, researches, designs, and develops statistical and analytical products and models (and supporting documentation) using data science techniques and skills from a variety of law enforcement and civilian data for purposes of reporting trends and patterns.

### **Duties and Responsibilities**

Conducts research and statistical analysis of citizen complaints, use of force, and other criminal justice and law enforcement data and issues. Analytical products include (but are not limited to): citizen complaints and use of force trend analyses, survey and program evaluations, projections and forecasts, research papers, policy and program impact analyses, needs assessment, population studies, crime, arrest, population estimate, and economic data (or any combination thereof), and other analyses to support OPC's mission.

Keeps abreast of national law enforcement and civilian oversight agency policies and new program initiatives; networks with other agencies and explores other police agency's online documents. Assists in establishing appropriate project benchmarks, milestones, and research evaluation criteria. Recommends correction and improvements to newly implemented projects based on findings of program evaluations.

Ensures the accuracy and completeness of assigned research studies, including research design, research methods and statistical analysis utilized, as well as data validity and reliability. Interacts with the appropriate points of contact (POCs), subject-matter experts (SMEs), and other personnel to validate unclear, conflicting, incomplete, or invalid data and research findings.

Provides subject-matter expertise in the areas of statistical procedures, criminal justice policies, evaluation processes, and research design.

Prepares written narrative, analytical reports, research work plans, literature reviews, memoranda

summarizing research findings, data tables and graphs, Power Point presentations, and periodic reports.

### **Qualifications**

Exceptional ability to research and analyze complex issues.

Ideal candidate will have excellent verbal and written communication skills and demonstrates the ability to work well with others.

Possess skills in qualitative and quantitative research methods and the ability to think analytically and critically.

Knowledge of data mining techniques and potential data sources and comfort with preparation of statistics, data queries, and/or mapping and data visualization techniques.

Demonstrated ability to identify and apply appropriate statistical computations, both descriptive and inferential and have meticulous documentation skills.

### **Licenses, Certifications, and Other Requirements**

Incumbent must have a valid drivers' license.

### **Work Experience and Education**

A master's degree in public administration, public policy, urban studies, urban affairs, economics, mathematics, or a related field is preferred or an equivalent combination of education and experience.

Applicants must have at least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

### **Work Environment**

The work is performed in an office setting; occasionally assignments may require the incumbent to work in other locations.

**To Apply Go To:** <http://careers.dc.gov/> and search using Requisition number JO-1609-6645.

The District of Columbia is an equal opportunity employer.

For more information about OPC, please visit the agency's website:  
[www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)