

INFORMATION RESOURCES SPECIALIST
(Exempt)

Job Summary

Responsible for preparing reports that assist the agency with monitoring activities, evaluating performance, and analyzing business processes.

Organizational Relationship:

Report to the Information Resources Manager.

Essential Responsibilities:

- Assist in the development of data management and analysis that are supportive of and responsive to Agency operations and management.
- Develop and maintain access to historical and current JIMS and other relevant data to support reporting and analysis needs.
- Compile information and prepare standard weekly, monthly, and annual reports.
- Monitor the integrity of the information the department collects and reports during the investigation and supervision processes and provide support for quality control measures.
- Prepare and deliver ad-hoc reports as needed.
- Conduct literature reviews and stay informed of relevant, current research practices, effective program evaluations, and analytical tools.
- Assist the department with both resource management and long-term planning by engaging in research, assessment, and forecasting projects.
- Attend and participate in meetings that support agency objectives and are relevant to job function.
- Perform other related duties as required.

Qualifications:

Minimum Education and Experience: A Bachelor's degree from an accredited university or college; experience in research, business analysis, and/or report writing.

Knowledge and Skills: Demonstrated knowledge of research and evaluation principles; ability to write informative reports; strong analytical and organizational skills; experience with statistical analysis software such as SPSS, SAS or similar tool; ability to meet deadlines.

Functional Requirements: continuous computer use, sitting for long periods, oral and written communication, discretion.

Other: Ability to obtain clearance based on a criminal history background check, must pass drug screen.