

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Research & Evaluation Specialist  
**Job Code:** 8017  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### PURPOSE OF CLASSIFICATION:

Under the direction of the Court Director and the Manager, Research & Evaluation, the Research & Evaluation Specialist will conduct program evaluation and other research related to the development and implementation of a disproportionate minority contact (DMC) intervention model.

### ESSENTIAL FUNCTIONS:

- Uses appropriate methods, such as defining objectives, developing work plans and timelines, and designing and implementing data collection instruments, to conduct and manage DMC-related research and evaluation projects
- Works with court administration, the Juvenile Justice Executive Board (JJEb) and other juvenile justice stakeholders to develop and implement program logic models, program evaluation plans, and data collection instruments and protocol
- Works with court administration, the Juvenile Justice Executive Board (JJEb) and other juvenile justice stakeholders to develop and implement program evaluation data collection and quality assurance monitoring plans
- Collects quantitative and qualitative DMC-related data from juvenile justice stakeholders (including youth and parents) through appropriate methods such as surveys, focus groups, interviews (face-to-face, telephonically, or other electronic method), and extractions from agency databases
- Facilitates group discussions with DMC workgroups
- Develops data analysis plans and analyzes data using appropriate statistical methods
- Prepares research findings reports and disseminates results, orally and in writing, to court management, JJEb, the Juvenile Justice Advisory Workgroup (JJAW), and other juvenile justice stakeholders
- Works with court management, JJEb and other juvenile justice stakeholders, and the DMC Intervention Model project team to develop and implement a DMC intervention model
- Monitors progress on project objectives and goals
- Documents the processes and procedures of the DMC intervention model development and implementation

**ADDITIONAL RESPONSIBILITIES/DUTIES:**

- Conducts literature searches using the Internet and other electronic websites and databases
- Works with the court's information technology employees to extract data from the Juvenile Online Tracking System (JOLTS) database and other managed information systems
- Provides instruction to and monitors the work of a research assistant
- Performs related duties and projects as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of developing and managing research and evaluation projects
- Must have knowledge of research design and/or program evaluation concepts and quantitative and qualitative data collection methods
- Must have the ability to communicate effectively, conversationally and in writing, with diverse people including coworkers, judges, court management, representatives from community agencies, and court-involved youth and parents
- Must have group discussion facilitation skills
- Must have strong analytical skills, attention to detail and organizational skills
- Must have the ability to work in a team environment and individually
- Must have knowledge of inferential statistical analysis procedures
- Must have knowledge and skills to operate a desktop computer and Microsoft Office software, such as Outlook, Word, Excel, and/or Access and statistical software such as SPSS (PASW)

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with a major in public or business administration, social sciences, public health, or a related field and four years of work experience in research and/or evaluation, including working with diverse groups of stakeholders, managing research/evaluation projects, working with spreadsheets and databases, generating data reports, conducting quantitative and qualitative data collection and analyses preparing and presenting research/evaluation reports OR a Master's degree with two years of experience OR any equivalent combination of experience, training, and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Manager, Research Evaluation. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 8/22/11  
Revised: 03/16/09, 5/18/09; 06/08/10, 8/25/11

Approved by:

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Manager, Research and Evaluation

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Date

\_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director, Human Resources

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Date