

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



POPULATION ANALYST

JOB CODE: 60140	PAY GRADE: 11	PAY RANGE: \$36,000 - \$57,600
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GENERAL DESCRIPTION

Under the general direction of a supervisor in Inmate Records, performs technical and administrative work to maintain a manageable inmate population by creating charts and graphs representing the population issues affecting the jail and monitoring relevant changes in legislation. Coordinates and tracks the placement of inmates and their length of stay to assist in preventing and/or managing jail crowding. Acts as a liaison with other agency departments, county, state and federal agencies as it relates to the transfer and movement of inmates. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Compiles statistics for dissemination to other entities, agencies, grants and surveys;
- Oversees and coordinates inmate transfers to county, state and federal agencies;
- Completes updates, submits required documents and forms; assisting in the development of budget requests;
- Participates in meetings/training/community relations activities;
- Prepares and disseminates costs regarding housing and submits to appropriate entity for payment;
- Reports on compliance and violations of the Juvenile Justice and Delinquency Prevention Act as required by the State;
- Liaisons with other law enforcement, court and judicial components to maintain a manageable inmate population;
- Liaisons with the Classification Section regarding reclassification issues including participating on the Reclassification Committee;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- Four (4) years' experience in information gathering and data analysis or a related field
- Or equivalent combination of education and experience
- A score of 80% on a Microsoft Office Professional test
- Ability to obtain an NCIC/FCIC certification within 90 days of employment
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Computer skills to retrieve information from various information systems and software programs such as, but not limited to ORACLE, Crystal Reports and Excel
- Ability to look beyond surface issues to identify/analyze problems and develop responses
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks and special assignments
- Ability to understand plans and concepts and to translate them into action
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up 1 hour per day
- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat