

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



POPULATION ANALYST

JOB CODE: 60140	PAY GRADE: 11	PAY RANGE: \$39,720 - \$63,551
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GENERAL DESCRIPTION

Under the direct supervision of the Assistant Inmate Records Supervisor, this position performs technical and administrative work to document the inmate population by creating reports and graphs representing the population of the jail. 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, verification of reports, and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Compiles inmate population statistics for dissemination to other entities, agencies, grants and surveys;
- Oversees and coordinates inmate transfers to and from federal agencies;
- Completes, updates, and submits required documents and forms; Participates in meetings/training/community relations activities;
- Maintains federal inmate statistics and population;
- Works with Computer Services to develop required programs or reports for data collection;
- Responds to inquiries from foreign national consulates and embassies regarding foreign nationals arrests; assists with the arrangement of official visits within the facility by foreign consulates;
- 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;
- Reports monthly, to the State, the population of inmates by category;
- Liaisons with other law enforcement, court and judicial components;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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 in Business Administration, Public Administration, Criminal Justice, or related field AND four (4) years' experience in information gathering and data analysis or a related field
- Or equivalent combination of education and experience
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- 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 requirements to perform the essential functions and responsibilities.

- Sit up to 6 hours per day
- Stand up 1 hour per day
- Walk up 1 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat