TRICOR Data Specialist
TRICOR Logistics Center

Job Class: Non-Preferred
Location: Nashville, TN

TRICOR, a self-supported agency of the State of Tennessee, prepares Offenders for success after release. Our creative workforce solutions create value for Partners, Taxpayers and the Tennessee Economy.

Job Description: This position will be a member of the Business Excellence Unit team reporting to the Director of Business Excellence. This position will be responsible for the collection, analysis, interpretation and presentation of quantitative and qualitative data involving a range of sectors. This position will design and manage research and surveys, and deal with the initial collection of data, including designing and implementing programs to extract data from available databases. This position will process and analyze the data in context, looking for patterns to facilitate effective decision-making. It will advise the executive leadership team on findings and recommend strategy.

Primary Responsibilities:

- Extract, compile, analyze and interpret data in order to support business processes and decision-making.
- Design data research projects that apply valid scientific techniques and utilize information obtained from baseline or historical data in order to structure reliable and efficient analyses.
- Develop and test experimental designs, sampling techniques, and analytical methods.
- Evaluate sources of information in order to determine any limitations in terms of data reliability or integrity.
- Evaluate methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy.
- Examine theories, such as those of probability and inference, in order to identify mathematical bases for new or improved methods of obtaining and evaluating numerical data.
- Identify relationships and trends in data, as well as any factors that could affect the results of research.
- Plan data collection methods for specific projects, and determine the types and sizes of sample groups to be used.
- Process large amounts of data for statistical modeling and graphic analysis, using computers and statistical software.
- Report results of statistical analyses, including information in the form of graphs, charts, and tables.
- Develop an understanding of sectors to which statistical methods are to be applied in order to determine whether methods and results are appropriate.
- Prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data.
- Performs other duties as assigned

Education, Experience and Qualities:

- Bachelor's Degree in Statistics, Mathematics, Economics, Computer Science, Data Analytics, or a related field from an accredited college or university.
- Minimum of 4 years' experience in data mining and report writing.
- Ability to perform programming to produce descriptive statistics and data analyses.
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Education, Experience and Qualities (continued):

- Ability to utilize spreadsheet and database applications to compile and produce descriptive, predictive, and inferential statistics and data analyses.
- Ability to develop and maintain databases, program libraries, and report libraries for file storage and tracking.
- Ability to compile and analyze data to provide answers to users' requests or questions.
- Ability to create tables, charts, and graphs to represent outcomes produced by data analysis.
- Ability to determine if data is compliant with program standards or relevant agency guidelines or laws.
- Ability to think creatively for developing data table relationships in order to link related variables in different data sets.
- Ability to forward think when interpreting data to find patterns and trends for presenting meaningful results or findings.

The preferred candidate will:

- Be familiar with the Tennessee Offender Management Information System database
- Possess correctional research experience
- Be fluent in the use of Crystal reports
- Be familiar with SPSS and/or SAS software
- Have experience with database development and management

Key Knowledge, Skills, Abilities and Competencies: