

## **Senior Policy Analyst - Parole, State Initiatives**

The Council of State Governments (CSG) Justice Center is a national nonprofit organization that provides practical, nonpartisan advice and evidence-based, consensus-driven strategies to increase public safety and strengthen communities. The CSG Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

### **JOB SUMMARY**

This senior position will advise the leadership of the CSG Justice Center on issues involving the administration of criminal justice systems, with a focus on parole. The position reports to the Program Director, State Initiatives, but will be in regular communication with the CSG Justice Center Executive Director and Deputy Directors, other division and deputy division directors, members of the CSG Justice Center Board of Directors, and funders. The position requires extensive travel.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Specific responsibilities of the Senior Policy Analyst include, but are not limited to:

- Research and develop policy strategies to assist legislatures and state leadership in developing evidence-based criminal justice system reforms related to parole;
- Design and implement technical assistance strategies to assist state parole supervision agencies;
- Conduct process evaluations and organizational assessments of the preparation of incarcerated people for parole release, the functioning of the paroling authority, and release decision-making, and in some cases, partner with states to develop parole systems;
- Develop and deliver trainings related to behavior change for people on supervision;
- Coordinate and integrate distinct efforts spearheaded by the State Initiatives Division, in addition to other CSG Justice Center divisions, to ensure a coherent, organization-wide approach to issues impacting criminal justice systems;
- Cultivate a network of stakeholders, legislators, parole boards members, board administrators, supervision agency heads, and opinion leaders, who will review, improve, and promote relevant products developed by the CSG Justice Center;
- Identify or create opportunities in county and state governments to test concepts that the CSG Justice Center has designed to improve the administration of the justice system;
- Represent the organization and conduct presentations at national and regional conferences where deep expertise on matters concerning parole is required;
- Develop relationships with funders in local, state, and federal government, as well as with private foundations, that enable the CSG Justice Center to sustain and expand its work; and

### **SKILLS & ABILITIES**

- The ability to translate complex ideas into concise and compelling written products and presentations that reflect the bipartisan, consensus-based, and data-driven values of the CSG Justice Center;
- Superior writing skills;
- The ability to craft and present written reports, guidelines and presentations that concisely and clearly describe complex analyses and provide recommendations to key stakeholders and policymakers.

- Excellent interpersonal skills, including maturity, keen judgment, and the ability to work with people from a wide array of backgrounds and perspectives and across projects;
- The ability to deliver content-specific trainings to key stakeholders, such as parole board members;
- Efficient, organized work style and an ability to prioritize quickly and confidently;
- Ability to juggle multiple projects, all of which have competing deadlines and require cooperation of various people inside and outside the organization;
- Familiarity with Microsoft Office Suite; and
- Ability and willingness to travel frequently.

#### **EXPERIENCE REQUIREMENTS**

- Extensive content knowledge and practical experience (5-10 years) related to data analysis, policy development, and implementation within the criminal justice field;
- Previous work with parole boards and supervision agencies required;
- Experience providing technical assistance to officials in state and local government and across various criminal justice systems;
- Demonstrated success working with policymakers at the highest levels of government across all three branches to shape policy and funding decisions and to design new and innovative approaches to complex problems within the criminal justice system.

#### **EDUCATION REQUIREMENTS**

A college degree (required), with preference given to candidates with a postgraduate degree in a related field such as law or public policy.

#### **PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently communicates with internal and external coworkers and customers
- Frequently operates a computer to create policy briefs, memos, and presentations
- Frequently remains in a stationary position to perform desk duties
- Frequently works in a well-lit, tempered room
- Occasionally moves throughout office to communicate to coworkers
- Seldom transports objects, such as files or paper boxes, with weight up to 25 pounds

#### **APPLICATION INSTRUCTIONS**

Interested individuals should upload the following elements (in PDF format) with their application to: <http://csg.applicantpro.com>

- Cover letter
- Resume
- Two writing samples that demonstrate writing competency and mastery of subject area (each preferably no longer than five pages)
- Names and contact information for references (at least two)

Incomplete applications will not be considered.

*CSG is an Affirmative Action/Equal Employment Opportunity Employer*  
*CSG participates in E-Verify*