



West Virginia

**Director, Office of Research and Strategic Planning - DHS -  
Kanawha Co.**

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	DJCS250012 PSA
<b>DEPARTMENT</b>	- Not in the Classified Service, See Posting	<b>OPENING DATE</b>	03/19/2025
<b>CLOSING DATE</b>	4/3/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

**Nature of Work**

**\*\*\*This job opportunity is not in the classified service and is not covered under the Administrative Rule of the Division of Personnel.**

**If you are interested in this position, you must apply directly to the hiring agency. \*\*\***

**Applications must be sent to:**

**Cecilia Royal**

**by email to [cecilia.k.royal@wv.gov](mailto:cecilia.k.royal@wv.gov)**

**Or by mail: 1124 Smith Street, 3rd Floor**

**Charleston, WV 25301**

**Division of Personnel application can be found online [HERE](#) ([Download PDF reader](#))**

**(Download application and save to your computer)**

**Please include posting number DJCS250012 on application.**

**\*\*\*EXEMPT POSITION\*\*\***

The Office of Research and Strategic Planning (ORSP) Director is a well-established position that supports the Justice and Community Services mission by fostering public safety through research, performance measures, and evaluation, by acting as a bridge between policy and practice. Working closely with the Governor's Committee on Crime Delinquency and Correction and its various Subcommittee's, the ORSP is responsible for the establishment of a statewide research agenda on behalf of Justice and Community Services and ensuring those agenda items are implemented. It incorporates and encourages the use of evidence-based practices throughout the justice system and reviews and synthesizes current research for policymakers and administrators; develops and implements quality assurance procedures and performance

measurements; and supports efforts to develop a comprehensive, statewide strategic plan aligned with research on evidence-based practices. The successful candidate will perform complex administrative work in managing the Division's Office of Research and Strategic Planning (ORSP). The scope of the responsibility includes conducting complex studies on crime, criminals and criminal justice issues and development of various forecasts and reports with staff of multi-disciplinary Research Analysts and Data Entry personnel. Examples of work include the development and implementation of specialized research techniques and analytical procedures; prison population forecasting; oversee the delivery of training on evidence-based practices to correctional staff; treatment providers and other entities and issuing policy level guidance/reports to the Executive and Legislative branches of government. Any candidate should possess a working knowledge of the criminal justice system and issues therein; knowledge of contemporary research methods, data collection and analysis; knowledge of the form and style of research reporting and manuscript preparation; and, knowledge of evidence-based practices in corrections. The preferred candidate will (1.) possess a doctorate degree from an accredited college or university in statistics, mathematics, operational research, political science, criminal justice, policy analysis or a closely related field; (2.) have work experience in a research or mathematics field; and, (3.) have experience managing a multi-disciplinary research team with varying skill levels. NOTE: Candidates with a master's degree in a related field of study with pertinent work experience will also be considered as qualified. Competitive salary and commensurate with experience. Benefits package w/medical and retirement.

## Minimum Qualifications

**Training:** Master's Degree from an accredited college or university in criminal justice, policy analysis, political science, statistics or related social/behavioral science field.

**Experience:** Two years of full-time or equivalent part-time paid experience in criminal justice research or closely related research field.

**Substitution:** Doctorate degree from an accredited college or university in criminal justice, policy analysis, political science, statistics, mathematics, operations research or closely related field may substitute for the minimum experience requirements.

## Other Information

Please note, this is an EXEMPT position and is not covered under the merit system administered by the West Virginia Division of Personnel.

PG: 20 \$52,487 - \$92,680

Market Rate: \$82,277

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Charleston, WV 25301

Please include job posting **DJCS250012** on the application.

Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to the Division of Administrative Services.

*This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. Therefore, interested persons must apply directly to the hiring agency as indicated above.*

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>