

Research, Analysis & Evaluation

Criminal Justice Business Analyst INTERNSHIP



Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- Current enrollment in an undergraduate or graduate degree program
- Must be able to pass background investigation
- Must sign confidentiality agreement
- Preferred knowledge of, *but not required*; Access, Visio, Power Point, Excel or other analysis tools
- Considerable interpersonal, oral & written communication skills
- Ability to work independently or in groups
- Ability to conduct business analyses at stakeholder agencies to document requirements, map work flows analyze data in source agency systems and compare this to data stored in CJIS GB application to determine:
 - Sources of data integrity errors
 - Determine root causes of data errors
 - Develop a written report that quantifies all data error problems and provides recommendation to remediate data integrity errors and prevent them in the future

To apply visit:

www.ct.gov/opm/internship

Send completed application and materials to:

opm.internships@ct.gov

For further information contact:

Claire M. Nolin Ph.D.

Director of Organizational & Staff Development

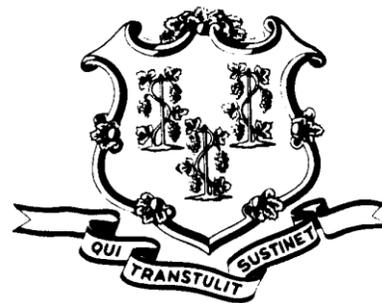
Email: claire.nolin@ct.gov

Phone: (860) 418-6350

Learn Valuable Job Skills & Experience

Learn valuable job skills that can help you gain high level experience in the field of Criminal Justice. Interns will assist professionals in the support and implementation of key Criminal Justice Information System (CJIS) Governing Board initiatives by conducting field research and providing technical assistance on current criminal justice topics. This internship is un-paid and is a minimum of ten hours per week. Visit us on the web:

<http://www.ct.gov/opm/cwp/view.asp?a=2969&q=3>



Interns will have opportunities to:

Learn About Government – Learn how the legislative process works in Connecticut, OPM's role in State government, and how it translates into legislation.

Work with other interns on agency-wide projects – Build networks and relationships with professionals and other interns to gain real world job experience.

Publish Reports – Challenge yourself by learning to analyze trends and crime rates. Monitor Connecticut's correctional system to help create widely distributed official reports that directly impact state policies.



Learn Web Skills – Assist with the Criminal Justice Website by keeping it current and informative.

Investigate New Methods – Develop forecast models for projecting changes in the statewide correctional system.

Evaluate Reentry – Assist in the evaluation of prisoner re-entry programs to study performance measures and outcomes.

The deadlines for applications are as follows:
Summer Intersession - April 1
Fall Semester – July 1
Winter/Spring Semester- December 1

Late applications will be considered