



### **Job Description**

Carnevale Associates, LLC is seeking a **Senior Research Associate** to join our growing team of professionals. This position will work full-time on one of the projects in our criminal justice portfolio. The position is currently 100% telework, although some travel to Washington, DC may be required in the future. Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information. The successful candidate will provide an objective view of justice-related performance management systems and processes and help lead efforts to create programs that are results focused. This person will:

- Serve as subject matter expert on performance management, data-driven decision-making, performance measures, program design, and evidence-based practices
- Conduct business process reviews to document the current state, analyze gaps, propose recommendations, and document revised policies and procedures
- Develop written resources on performance management, program design, performance measurement, and data collection and reporting
- Develop professional quality written documents (i.e., reports, summaries, process documents, policy and procedures, fact sheets), PowerPoint presentations, and emails to communicate analysis results, policies and procedures, and strategy recommendations
- Provide technical assistance to federal staff on performance measures, performance management, program design, and data collection and reporting
- Train federal staff and team members on performance management, program design, performance measures, and data collection and reporting
- Facilitate meetings and discussions with federal staff and team members, including the development of agendas, meeting materials, and follow-up communication
- Design and implement assigned project deliverables from start to finish
- Develop and manage project deliverable timelines and schedules, including management of team member contributions
- Review and provide feedback to team members on deliverables

### **Requirements**

Requirements for this position are:

- Demonstrated subject matter expertise in performance management, performance measurement, program design, and criminal justice. Change management beneficial
- Ability to perform assigned tasks with minimal to no supervision
- Experience with data analysis and data presentation
- Strong written, editing and verbal communication skills
- Knowledgeable of federal rules and statutes governing justice programs, performance measure reporting requirements, and knowledgeable of justice programs
- Ability to manage multiple tasks and tight deadlines simultaneously
- Ability to create process manuals and guides
- Bachelor's degree required, Masters preferred, in social science research or other appropriate subject area.
- 3 years' experience with analysis of quantitative and qualitative data and performance measurement. A significant portion of work experience must be in the justice area.
- Proficiency using SharePoint and Microsoft Suite (Word, Excel, PowerPoint, Outlook).

### **About Us**

Carnevale Associates, LLC is a Washington, DC-based consulting firm and a designated small business, specializing in bringing strategic consulting solutions to governments, organizations, and communities as they confront the policy and program challenges of substance use, behavioral health, and criminal justice. Our team of subject matter experts bring a wealth of industry knowledge to develop practical and research-based policy solutions through research & evaluation, policy formulation, strategic planning, performance measurement & management, and training & technical assistance.

[www.carneveleassociates.com](http://www.carneveleassociates.com)

### **Salary and Benefits**

Carnevale Associates, LLC offers a robust benefits package. Salary is commensurate with education and relevant experience.

Please send a resume and cover letter to [careers@carneveleassociates.com](mailto:careers@carneveleassociates.com).

Carnevale Associates, LLC is proud to be an Equal Opportunity Employer. We provide equal employment opportunity for all persons, in all facets of employment.