

EMPLOYMENT ADVERTISEMENT



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

- POSITION TITLE:** Research Analyst I - Publications (RA I), Monday - Friday, 8:00 a.m. – 5:00 p.m. (non-telework)
- SALARY:** \$21.45 - \$32.26 per hour; plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Salary is dependent upon experience.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** May 25, 2022 - Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462>. A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The RA I will be assigned to the Analytical Unit and will report directly to the Staff Services Manager overseeing the Analytical Unit. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The RA I is a responsible, technical position that involves assisting with and/or performing the design, composition, review, production, and distribution of WSIN publications. The position performs work of varying degrees of difficulty in the research and production of finished written products relevant to the law enforcement community, the nationwide RISS program, and the five western states of WSIN, to include Alaska, California, Hawaii, Oregon, and Washington. The RA I must be comfortable with researching information and deriving valid conclusions, as assignments will require effective research methods and proficient writing capabilities. This position will also be responsible for the preparation of WSIN publications including, but not limited to, writing articles, proofreading, page layout, and infographics for both digital and print format. Publications will include researching, fact-checking, assembling, writing, editing, and creating informative materials directed to the law enforcement community. The RA I will also produce success stories for publication from member law enforcement agencies and distribute information bulletins for officer safety and awareness to WSIN membership. Additionally, the RA I will prepare and maintain templates for procedural manuals and organization materials, and for updating the WSIN website and monitor for relevance of information.

DESIRABLE QUALIFICATIONS

Knowledge of industry standards on written and digital products for publication. Must have excellent verbal, written, editing and proofreading skills, in addition to strong organizational skills. Ability to work independently and within a group, prioritize assignments, and work well under pressure. Must be reliable, have an excellent attendance record, and self-initiated work ethic. Must be able to establish and maintain effective working relationships with others. Ability to organize and collate large volumes of data, such as effectively utilizing surveys as a research tool. Proficient in use of various computer software and programs, such as Microsoft Office 365, Photoshop, Snagit, and Adobe are preferred.

WORKING CONDITIONS

- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position may have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- Must be willing to travel occasionally as needed, including by air.



- Must be willing to drive; possess and maintain a valid driver's license.
- Must maintain punctual and regular attendance.
- Ability to sit, bend, kneel and lift up to 40 pounds; ability to work at a computer workstation for extended periods of time and type for extended periods.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Four years of verifiable experience and/or education in one of the following:
 - a. Publication duties as described in the Duties/Responsibilities section, **or**
 - b. College/higher education (120 semester units or 180 quarter units), preferably in graphic design, journalism, English, communications, public affairs or closely related field, **or**
 - c. Combination of both a. and b.

Unofficial copies of diploma, college transcripts or degree must be included with the application.

SALARY

\$21.45 - \$32.26 per hour (based upon experience); plus, a 17% monthly benefit allowance. Benefit allowance may be taken in cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. These salaries represent a five-step salary range. All step increases, if applicable are based on merit. Position is paid semi-monthly on the 5th and 20th.

HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> or by email request to revans@wsin.riss.net. Applications can be submitted online using the Submit by Email button at the top of the application or by saving the application and attaching it to an email.

Applications will be reviewed by WSIN to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.

The application may also be mailed or hand delivered to:

Western States Information Network

Attn: WSIN Personnel

1825 Bell Street, Suite 205

Sacramento, CA 95825

EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY May 25, 2022

Questions should be directed to Tracy Williams at (916) 263-1161 or by email at twilliams5@wsin.riss.net.

WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.