



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055

Position:
Research Analyst I

Position #:
917-190-5729-001

Salary Range:
A \$3,106 - \$3,528
B \$3,204 - \$3,819
C \$3,841 - \$4,810

Issue Date:
October 17, 2013

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and Community
Corrections
600 Bercut Drive
Sacramento, CA 95811

Final Filing Date:
October 30, 2013

Statewide

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: **Stefanie Reyes**
600 Bercut Drive
Sacramento, CA 95811

Please write "917-190-5729-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under general direction of the Deputy Director of Administration, Research and Program Support, (a CEA III), and with lead direction from a Research Specialist V or Research Program Specialist, the Research Analyst (RA) will perform basic technical research and statistical analyses. This position will gather, compile, edit and interpret quantitative data applying appropriate research methodologies.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Assist the Research Unit's Research Program Specialist (RPS) I to plan and design the approach and sequence of steps for the collection of data, interpretation of findings, and documentation and reporting of findings in a structured and professional format and the production of various research and statistical reports, data charts and tables. The RA will also assist with selecting statistical methodologies for compiling vital statistics. Assist in the gathering, compiling, editing, interpreting and performing of complex analysis of internal and stakeholder databases and the designing of presentations effectively utilizing appropriate computer applications (Excel, Word, Access, Power Point, etc.) to extract data, link files, integrate and transfer data across applications, assessing accuracy, consistency, and quality of data, and maintain production guidelines and data histories.
- Respond to all customer requests for statistical data. Analyze requests and determine level of oversight required for approval/denial to release data and determine what support is necessary. Work with Information Technology (IT) staff to prepare the various data files including documentation for release to requestors such as Directors, Agencies, and the Governor's Office, state stakeholders, program staff, other state departments and agencies, the Legislature, County stakeholders, and the public. Maintain BSCC customer data base that is used for workload assessment and allows management to track data requests. Coordinate updates to the data inventory log and internal procedures manual. Work closely with BSCC management and staff to update data application forms as necessary.
- Communicate directly with members of the Legislature, other department and agency staff, internal program staff, researchers, and the public regarding new legislation with BSCC data requirements, pending research requests, meeting schedules, and releasing meeting notices. Assure the agency is in compliance with legislatively mandated vital records and statistics protection and advisory standards.

The BSCC is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12



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- When a contract is utilized to release data, the RA will draft the description of the data elements and electronic processes to be used to transmit the work and BSCC resources necessary to complete the request. Once the contract is in place, the Research Analyst will monitor the invoicing processes to assure the data is being processed correctly.
- Lead the web migration and design of all branch reports to meet the quality control and modern, web-friendly format and postings.

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