BSCC CALIFORNIA

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) 323-8579.

Position: (1925)
Research Data Analyst I/
Research Data Analyst II/
(1 Position)

Position #:
917-101-5729-XXX
917-101-5731-702

Salary Range:
$4,213 - $6,524
$6,555 - $8,206

Issue Date:
April 17, 2024

Final Filing Date:
May 1, 2024

Contact:
BSCC HR
(916) 341-6891
BSCCHR@BSCC.CA.GOV

Location:
Board of State and Community
Corrections
2590 Venture Oaks, Suite 200
Sacramento, CA 95833

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

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 application package electronically via CalCareers or to the address below:

STATE CONTROLLER'S OFFICE
Human Resources
ATTN: Classification Unit – IG
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-101-5729/5731-702. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

The following link outlines a summary of benefits available to state employees: https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

Scope of Position:
Under general direction of the Research Data Supervisor II, the Research Data Analyst I/II (RDA I/II) is a member of the Research unit responsible for supporting the lead staff over the evaluation of criminal and juvenile justice grant and pilot programs, special research projects, and the collection and analysis of data from local community corrections agencies. The Incumbent will be teamed on evaluation projects for grant-funded criminal justice related programs. The data collection, standardization, cleaning, and validation of data in support of the Board of State and Community Corrections grant programs are the core skillset areas of this position. This position requires data analytics software skills, detail and eye for accuracy, flexibility and teamwork communication, as well as completed staff work, including the ability meet timelines and deadlines.

This position works in conjunction with RDSIIs. They will also work with Field Representatives from CPGP, Facilities Standards and Operations (FSO), Standards and Training for Corrections (STC) and the County Facilities Construction (CFC) when gathering, validating, and cleaning data.

Duties and Responsibilities:
(Candidates must perform the following functions with or without reasonable accommodations.)
- Provide support to lead staff related to planning and conducting specialized research projects, complex studies, and data collection projects, including any associated statistical analyses, to address BSCC's data collection, data reporting, and research mandates and questions posed by various entities (e.g., management, legislative bodies). Prepare technical reports and support recommendations to management based on findings. Implement the dissemination and technical assistance on a wide variety of large-scale surveys, collect and subset data as required by lead staff. Use of SAS/SAS EG, SPSS, R, Tableau, Atlas Ti, excel may be required to accomplish these projects.

![BSCC California logo]

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- In conjunction with lead staff and utilizing guidance and procedures from the Research Unit: design, develop, and document methodologies to collect and clean, standardize and validate, the data used to evaluate program-wide and project-specific outcome results for grant programs, pilot programs, or other projects. Provide technical assistance to local program data reporters regarding issues related to data submission, data collection, evaluation of outcomes, and support lead staff during preliminary and final local evaluation reports. Technical assistance may include some or all: preparing collection materials, training materials, providing training, providing support and assistance with research design to Research Data Specialists, and assisting with tracking and organizing the identification, development, and coordination of resources (external or internal). This includes, defining necessary data elements, developing data dictionaries and procedures, and supporting collaborative efforts. Incumbent will review, interpret, and analyze data from grantee and program reports (progress, preliminary, and final) and provide interpretation research project team lead specialist and assigned field representative. May also assist in identification of points of comparison between programs and make recommendations to lead RDSII for data correlation and/or contrast. Assists in preparation and draft of written materials/reports for the BSCC, state legislature, grantees and stakeholders on the program-wide outcomes of grant fund investments. Assist in presentation of data.

- Participate in meetings, trainings, and steering committee, stakeholder, and staff, orientation and trainings; provide assistance and back up during rater trainings. Adhering to all data dissemination related confidentiality requirements, answer data questions from professional organizations related to criminal and juvenile justice data issues. Support and assist in the data related work of the Research Team and the four BSCC divisions. Analyze and appropriately respond to information requests for data from internal staff and external stakeholders. Support and maintain data dashboards when required.

Desirable Qualifications:
- Research and Literature Reviews
- Grant Evaluation Design and Implementation
- Data collection and grant reporting for grant activities including organizing and managing research project files
- Strong communication skills, including public presentations