



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:
Research Data Specialist II

Position #:
917-191-5758-002

Salary Range:
\$7,417 - \$9,283

Issue Date:
April 16, 2025

Final Filing Date:
April 30, 2025

Contact:
BSCC HR
BSCCHR@BSCC.CA.GOV
916-322-8088

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 917-191-5758-002. 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 the general direction of the Deputy Director, the Research Data Specialist II (RDS II) is a member of the Standards and Training for Corrections (STC) Division responsible for independently designing, organizing and conducting complicated studies in the field of industrial organizational psychology. This position requires knowledge of statistical analysis, performance measurement, and research methodologies, as well as high-level writing and analytical skills, accuracy, and completed staff work including the ability to work independently and meet timelines and deadlines.

This position works in conjunction with Field Representatives for the STC Division and may also work with the staff within the Research Unit and the other BSCC Divisions (Corrections Planning and Grant Programs, Facilities Standards and Operation, County Facilities Construction, and In-Custody Death Review).

Duties and Responsibilities:

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

- Specialized Research and Data Collection Projects – Design, plan and conduct 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 and present technical reports and make recommendations to management based on findings and provide expert consultation and technical support to staff on the feasibility, design and impact of research and data collection projects. Design, test, and implement a wide variety of large-scale surveys using scientific survey design and sampling methodology; analyze, document, and present results of analyses of survey data.
- Design Selection Exams – Design, plan, and implement selection exams and protocols. Conduct item and test level statistical analysis of the entry-level peace officer written selection exams. Asses the psychometric properties of the exams including scored and pilot items. Analyze test item performance through

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the use of classical and item response theory (IRT) analysis methods and determine adverse impact to applicant pools.

- Direct and oversee the research efforts of staff and outside contractors. Act as a principle point of contact for all data compilation and evaluation efforts. Develop and maintain working relationships with partnerships and public and private entities.
- Other Related Assignments – Participate in work groups and professional organizations related to criminal and juvenile justice data issues. Research and use state and national data trends to assist in the 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. In lead capacity, develop and conduct informative presentations on a variety of topics (e.g., research studies, projects, program evaluations, and recommendations) at meetings and conferences to technical and non-technical audiences. Design, develop, and maintain data dashboards for a variety of data sets.

Desirable Qualifications:

- Previous experience developing selection exams.
- Previous experience developing training standards.
- Experience with conducting research and literature reviews.
- Experience with developing large on-line scale data collection instruments.
- Strong communication skills, including public presentations.



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