



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 Analyst II

Will Consider: Research Data Analyst I

Position #:

917-101-5731-704

Salary Range:

RDA II: \$6647 - \$8325

RDA I: Range A \$4469 - \$5079

Range B \$4611 - \$5495

Range C \$5529 - \$6922

Issue Date:

November 21, 2025

Final Filing Date:

December 5, 2025

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 917-101-5731-703. 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.

Applicants are required to complete a Statement of Qualifications (SOQ) in addition to completing a standard state application (Examination/Employment Application STD 678). The SOQ is required to elicit information regarding each candidates' interest and experience in relation to this position. The completed SOQ must contain the associated Job Code #, address the questions below, and should not be more than two pages using Arial 12point font size. Applications without SOQs or with SOQs that do not appropriately address these requirements will not be considered. Resumes, letters, and other materials will not be considered as responses to the SOQ. Please answer the following questions:

1. In your previous educational or work experience, how have you handled sensitive or proprietary data to ensure privacy and ethical compliance? Give an example of a potential data conflict or bias you had to address.
2. Describe your experience in working with a team or group to share critical, complex, and/or sensitive information to interested parties.

Scope of Position:

Under the general direction of the Research Data Supervisor II (RDSup II), the Research Data Analyst I/II (RDA I/II) will perform basic research, data gathering, scheduled report maintenance, and statistical work to support the In-Custody Death Review (ICDR) division, utilizing structured and unstructured data from existing reports and resources. The RDA I/II accesses, updates, manages, and maintains applications and databases that focus on the reporting requirements of the ICDR division. The RDA I/II is also the technical support liaison and often communicates and coordinates with BSCC's other divisions, law enforcement and corrections agencies, and the public.

This position works in conjunction with Research Data Specialists (RDSs) and fellow RDAs. They will also work with Field Representatives and other staff within the ICDR division, Facilities Standards and Operations (FSO) division, and the County Facilities Construction (CFC) division.

Duties and Responsibilities:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, hair style and texture, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 03/2021



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

- Maintain and update analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to meet mandatory reporting requirements and/or to use in research projects. Coordinate data gathering processes with stakeholders (e.g., BSCC divisions, State departments, local jurisdictions, etc.) to ensure project objectives are met and maintain communication logs. Assist with the development and maintenance of data dashboards utilizing appropriate computer applications (Tableau, SAS, Smartsheet, etc.) to present data in a structured, professional, and interactive format to various stakeholders. Coordinate updates to the database workbooks and internal procedures manuals. Work closely with BSCC management and staff to update data applications and databases as necessary.
- Assist the RDSs 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 including the production of various research and statistical reports, data charts and tables. Analyze quantitative and qualitative data to address questions or concerns relevant to routine or ad hoc research studies. 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.
- Responding to information requests for statistical data from internal staff and external stakeholders. Analyze requests and determine level of oversight required for approval/denial to release data and determine what support is necessary. Prepare draft written materials/documents to present the requested statistical data. Work with Information Technology (IT) staff, when necessary, to prepare data files including documentation for release to requestors such as Directors, the Governor's Office, state stakeholders, program staff, other state departments and agencies, Legislature, County stakeholders, and the public.

Desirable Qualifications:

- Knowledge of and experience with sensitive data/information or an interest in developing expertise in this area.
- Meticulousness in data handling and review to ensure the accuracy and integrity of data/
- Strong analytical, planning, and strategic thinking skills to be proactive about current and future tasks/processes.
- Knowledge and experience with querying, managing, and extracting data.
- Ability to work both independently and as part of an interdisciplinary team that includes management, attorneys, researchers, and support staff.
- Ability to create charts, graphs, and interactive dashboards using tools like Tableau, Power BI, or other data visualization applications.

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