



## 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 #:**

917-101-5758-012

**Salary Range:**

\$7,640.00 - \$9561.00

**Issue Date:**

January 22, 2026

**Final Filing Date:**

February 5, 2026

**Contact:****Contact:**

Elizabeth Stevenson-White

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916-341-6891

**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 917-101-5758-012. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations..

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.*

*All types of appointments will be considered, including but not limited to, T&D Appointments.*

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.

The SOQ must be a minimum of one (1) page and shall not exceed two (2) pages. The SOQ must be single spaced, with 12-pt Arial font and have one-inch margins. The SOQ must contain a header listing your name **and** Job Control number listed according to the job advertisement. Resumes, letters, and other materials will not be considered as responses to the SOQ. Applications received without an SOQ or submitted with an SOQ that does not follow directions will not be considered.

The SOQ must answer the following questions and each answer must be numbered in the response respectively:

1. Provide a recent example of how you used data analysis to identify trends or patterns that influenced management decisions or policy changes. How did you handle the challenges of working with sensitive data—such as in-custody death records—while maintaining objectivity and professional integrity?
2. Describe your experience working within a multidisciplinary team to complete a project under critical timelines. How do you manage a workload consisting of multiple competing assignments, and what strategies do you use to gain the confidence and cooperation of diverse team?

**Scope of Position:**

Under the general direction of the Research Data Supervisor II (RDSup II), the Research Data Specialist II (RDS II) supports the Board of State and Community Corrections (BSCC) In-Custody Death Review (ICDR) division by performing independent, complex, technical, statistical, and analytical work. The RDS II extracts data from various sources, interprets, summarizes, documents and creates analytic

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working files for use within the Division and to the public. The RDS II develops reports for dissemination to staff, executive staff, stakeholders, and the public. The RDS II also acts as a resource to staff regarding development and implementation of performance measures, benchmarks, and the utilization of data management, analytical, and reporting software.

The RDS II will apply knowledge and proficiency with Excel (including pivot tables.), PowerBI, Tableau, and/or Microsoft stack software (Server Integration Services [SSIS], SQL Server Reporting Services [SSRS], and SQL Management Studio) in performing assignments. Although many assignments will be completed independently, others will require close, productive collaboration with fellow research staff, analytical staff, Field Representatives, ICDR and BSCC management, health care personnel, contractors, other Departmental staff, and various other external parties.

### **Duties and Responsibilities:**

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

- Lead, coordinate, and maintain data visualizations, dashboards, and reports for internal and external partners. Create data visualization products and reports summarizing quantitative and qualitative data to effectively communicate key insights that help support the ICDR division. Document and present data products and reports to management and stakeholders in presentations, meetings, and in writing (i.e. reports). Write reports in a professional, well-organized and accessible format. Customize presentations and reports depending on the technical expertise of the audience. Present results of complex statistical operations in tables and graphs using Excel, PowerPoint, Smartsheet, Tableau and other software. Use databases, spreadsheets, and other applications. Explain the data analysis, trends and impacts of ICDR data, not limited to ICDR data collection. Use outcomes to provide Subject Matter Expertise (SME) to program and policy strategy development and recommendations, as well being SME on multidisciplinary teams. Iterate upon reporting/presentation workflows to automate and support reproducibility, and produce handbook(s).
- Independently design, organize, and conduct complex quantitative and/or qualitative data requests (including Public Record Act requests) and research studies, and routine/ad hoc reports. Coordinate and develop research as necessary to respond to inquiries from external organizations such as the Governor's Office, the State Legislature, other state departments and agencies and the public. Prepare reports and narratives of findings, recommendations, and strategies that effectively convey the data request or research results in a manner that is accessible to the intended audience.
- Plan and design the approach and sequence of steps for the collection of ICDR data. Develop the process of gathering, compiling, editing, and interpreting data. Design the process of effectively utilizing appropriate computer applications (Excel, Word, Access, Power Point, etc.) to extract data, link files, integrate and transfer data across applications, assessing for accuracy, consistency, and quality of data, and maintaining production guidelines (i.e. handbook) and data histories.

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- Occasionally, gather raw or intermediate data from open data, cloud databases, or on-premises databases and systems while following data governance and security guidelines. Use software programs or languages such as SQL, Qualtrics, or Microsoft Excel to import, prepare and analyze data. Independently research, identify, analyze, predict, and interpret trends or patterns in complex data sets to support management.
- Complete other work-related duties as assigned. Travel may be required, to attend meetings and training. During peak workload periods, the incumbent will be required to work irregular hours to complete work within the time constraints.

### **Desirable Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Expertise in data analysis and visualization, including exploratory analysis, trend identification, and descriptive statistical methods.
- Proficiency in data tools and programming languages such as R, Python, SQL, and Microsoft Excel for preparing reports, charts, and tables.
- Ability to query, compile, and manipulate complex datasets from multiple sources while ensuring data security and integrity.
- Strong problem-solving and analytical skills, with the ability to develop innovative solutions and make sound recommendations.
- Excellent communication skills, capable of presenting complex ideas clearly to technical and non-technical audiences. Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies, or equivalent, and internal and external stakeholders.
- Effective time management and organizational skills to prioritize and complete multiple projects under critical timelines.
- Experience demonstrating the ability to work with sensitive information.