



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 I

Position #:
917-101-5742-006

Salary Range:
\$6955.00 - \$8706.00

Issue Date:
June 2, 2026

Final Filing Date:
June 16, 2026

Contact:
BSCC HR
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 917-101-5742-006 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 Statement of Qualification (SOQ) is a narrative that serves as documentation of candidate's ability to present information clearly and concisely in writing. Responses must be no more than 1 page in length, size 12-point Arial font, and address the following questions. The questions must also be included in your SOQ submission. Grammar, spelling, and punctuation will also be factors in evaluating the SOQ.

1. Provide an example describing how you have developed training materials for internal or external stakeholders. This example must be related to an activity in your resume.
2. Provide an example of how you have collaborated across internal teams and with external stakeholders to validate data, exchange insights, and contribute to system enhancements.

Scope of Position:

Under direction of the Research Data Supervisor II, the Research Data Specialist I (RDS I), is a member of the Research Unit performing a variety of research functions to support the Board of State and Community Corrections' (BSCC's) research mission. Research functions include evaluation of criminal and juvenile justice programs, design and implementation of special research projects, and the collection and analysis of community corrections-related data.

This position works in conjunction with Field Representatives for the four (4) BSCC divisions: Standards and Training for Corrections (STC), Corrections Planning and Grant Programs (CPGP), Facilities Standards and Operations (FSO), and the County Facilities Construction (CFC). Experience in the criminal and juvenile justice system is helpful, however not required. High-level knowledge and use of Microsoft Excel is

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



required; tasks also require knowledge and use of Tableau, Smartsheet, R, Statistical Package for the Social Sciences (SPSS), and Microsoft's Excel, Access, PowerPoint, and Visio software.

Duties and Responsibilities:

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

- Develop and implement reliable, valid, and fair processes for the evaluation of grant proposals. Prepare training materials, and provide training and technical assistance for the evaluation of grant proposals that results in the funding recommendations. Design, plan and implement research designs for the evaluation of grant programs and projects. Assist in the development of program-wide and project-specific evaluation plans, including outcome and output measures for grant projects. Prepare training materials and provide training and technical assistance to grantees regarding local evaluation plans, data collection, evaluation of outcomes, and preliminary and final local evaluation reports. Review, interpret, and analyze data from grantee reports (progress, preliminary, and final) and provide interpretation to Field Representatives and/or management. Identify points of comparison between projects and make recommendations for data correlation and/or contrast. Design, develop, and document methodologies to evaluate program-wide outcome results of grants. Prepare and draft written materials/reports for the BSCC, state legislature, grantees and stakeholders on the program-wide outcomes of grant fund investments. Present data and evaluation-related knowledge, findings, and recommendations to a variety of internal and external stakeholders.
- Design, plan and conduct specialized research projects, complex studies, and data collection projects, including any associated statistical analyses, to address BSCC's 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, plan, and conduct data collection projects related to community corrections systems, including any associated statistical analyses and reports to address BSCC's data collection mandates and questions posed by various entities (e.g., management, legislative bodies). Design, test, implement, and maintain large scale surveys to collect data from local agencies. Conduct statistical analyses and prepare complex reports and summaries of survey data. Design, develop, and maintain data dashboards for a variety of data sources. Monitor and implement procedures for the collection of reliable data from existing sources (e.g., local, state, and federal agencies, non-governmental groups) to ensure data integrity and retrieval of electronic data from various sources (e.g., databases, computer networks).
- Research and use local, state, and national data trends to assist in the work of the Research Unit and the four BSCC divisions. Establish lists of criminal and juvenile justice system-related data sources from local, state, federal, and national entities (e.g., crime statistics and evidence-based practices, strategies,



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and promising practices). Analyze and appropriately respond to information requests for data from internal staff and external stakeholders. 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.

Desirable Qualifications:

- Grant proposal evaluation design and implementation
- Strong internal/external communication skills, including public presentations
- Data collection and grant reporting for grant activities including organizing and managing research project files
- Social science and/or criminal justice research design, literature review, and analysis