



## 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) 323-3055.*

**Position:** (6176)  
Research Manager III  
(General)

**Working Title:**  
Chief of Research

**Position #:**  
917-190-5740-XXX

**Salary Range:**  
\$7,301 - \$8,289

**Issue Date:**  
May 16, 2017

**Contact:**  
Stefanie Reyes  
(916) 322-8022  
Stefanie.reyes@bscc.ca.gov

**Location:**  
Board of State and  
Community Corrections  
2590 Venture Oaks Way, Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
June 16, 2017

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:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**Application package must include all the required documents. Mailed application must include 917-190-5740-XXX. Incomplete application packages will be rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*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.

**A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.**

**SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 2 pages in length, with no smaller than 12 point font, single spaced, and responses must be numbered to match the items addressed. SOQs must include your name, date and have page numbers. SOQs must address the following points:**

- 1. Experience and/or education that demonstrates your knowledge and understanding of research methods, managing research projects and technical research expertise.**
- 2. Describe your experience in leadership/management which demonstrates the ability to plan, organize and direct a complex research function/team and appropriate techniques in the areas of establishing partnerships, providing customer service and motivating staff.**
- 3. Describe your skill to distill key points from complex information and pass it on to others, as appropriate, in a way that is easy to understand.**
- 4. Describe your ability to influence others toward a common goal, by building consensus and gaining buy-in from others, including management, on plans and proposals, including enlisting third-party/external support.**

### **Scope of Position:**

Under general direction of the Deputy Director, Facilities Standards and Operations Division, the Research Manager III/Chief of Research provides high-level assistance by conducting research on a broad range of issues, presenting findings and reporting on issues related to community corrections. The Research Manager III/Chief of Research plans, organizes, directs and manages all research activities and staff for the BSCC, using a variety of analytical and research techniques to solve complex problems, develop and evaluate alternatives; analyze data and present ideas and

*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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/16*



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information effectively, and provides reporting and findings of a sensitive nature that may impact community corrections, the criminal and juvenile justice system and a variety of stakeholders.

### **Duties and Responsibilities:**

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

- Plans, organizes, directs and manages all research functions at the BSCC. Prepare, review, and revise work plans including the development of goals, timelines, objectives, tasks, and identifying resources needed to complete projects to ensure policy, procedural, and regulatory compliance. Delegate and assign work to staff based on functional areas involved, workload levels and individual expertise and skill.
- Provide high-level consultation and technical expertise to management, staff, and stakeholders to assist in the development and analysis of programs and projects. Write documents (e.g., white papers, issue briefs, technical briefs, fact-sheets) that summarize the background, methods, results, conclusions and recommendations of studies, program development and evaluation projects for readers with varying degrees of technical expertise. Develop and deliver presentations to advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and advocacy groups on findings related to the assigned areas of research. Read literature to keep current in the latest findings in the program area.
- Propose and develop research projects to address questions posed by various entities (e.g., management, legislative bodies). Oversee research studies incorporating quantitative research methodologies and techniques (e.g., survey, experimental and quasi-experimental designs) to address research questions. Identify new and existing research to advance understanding of the relevant areas of study.
- Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues. Track and monitor the completion of mandatory reports by reviewing reports for content, quality, and format to ensure completion within necessary timelines. Oversee and direct response to ad-hoc data requests to ensure data quality and customer service.
- Ensure maintenance of databases containing information from departmental, local, state and federal agencies, non-governmental, and other sources to use in research projects and meet requirements of state and/or federal agencies. Provide research consultation in database development to ensure proper design and reporting of data.
- **Other Duties:** Works closely with Information Technology (IT) staff on system and database information gathering and to create fresh ways to display research findings.