



## 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:** (6357)  
Research Program Specialist I

**Position #:**  
917-101-5742-XXX  
(2 positions)

**Salary Range:**  
\$5,255 - \$6,578

**Issue Date:**  
October 20, 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:**  
November 30, 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:**

STATE CONTROLLER'S OFFICE  
Human Resources  
ATTN: Classification Unit – CN  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814

**Application package must include all the required documents. Mailed application must include 917-101-5742-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 below. SOQs must include your name, date and have page numbers. SOQs must address the following points and must include specific examples and timeframes/dates:

1. Describe your research experience and/or education that demonstrates your knowledge and understanding of research methods and your ability to design, plan, and conduct research and/or data collection projects.
2. Describe your experience, education, and/or training that demonstrates your technical expertise and proficiency with data and statistical analysis software including, but not limited to, SAS, SPSS, Tableau, and Excel.
3. Describe your ability to work closely with various levels of staff, including staff within your own division and staff from other divisions within the organization, to plan and implement research and/or data collection projects. Provide a specific description of a project, the individuals involved, and how you worked with the individuals to contribute to the project.

### **Scope of Position:**

Under general direction of the Chief of Research, a Research Manager III, the Research Program Specialist I (RPS I) serves as the Board of State and Community Corrections' (BSCC's) research specialist responsible for the evaluation of criminal and juvenile justice programs, design and implementation of special research projects, and the collection and analysis of data from local detention facilities. This position requires 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 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

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helpful, however not required. High-level knowledge and use of Microsoft Excel is required; tasks also require knowledge and use of Tableau, Statistical Analysis System (SAS), and Microsoft's Access, PowerPoint, and Visio software.

### **Duties and Responsibilities:**

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

- **Evaluation of Grant Programs** – Develop and implement reliable, valid, and fair processes and procedures for the evaluation of grant proposals and programs. 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.
- **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.
- **Data Collection Related to Local Detention Facilities** – Act as the lead researcher who is responsible for the collection of qualitative and quantitative data for data collection systems regarding local detention facilities. Includes development and implementation of processes to maintain and update databases and dashboards utilizing collected data; 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., computer networks, mainframe, e-mail).
- **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. 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, and promising practices). 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

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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.