



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 Analyst I/
Research Analyst II

Position #:

917-101-5729-002
917-101-5731-002

Salary Range:

\$3377 - \$5230
\$5022 - \$6478

Issue Date:

December 8, 2017

Contact:

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Location:

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

Final Filing Date:

January 5, 2018

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 917-101-5729/5731-002. 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.

Duties and Salary Range will reflect the level appointed.

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 addition to the required State Application (STD 678) a Statement of Qualifications (SOQ) is REQUIRED. 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 education, training, and/or experience that demonstrates your knowledge and ability to develop, maintain, and update data sets and databases including assuring the quality of data.
2. 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 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 (Research Manager III), the Research Analyst I (RA I) will perform basic technical research and statistical analyses. This position will gather, compile, edit and interpret quantitative and qualitative data applying appropriate research methodologies.

- Maintain and update analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to use in research projects and/or to meet mandatory reporting requirements. 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, etc.) to present data in a structured,

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. 10/17



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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 as necessary.

- Assist the Research Unit's Research Program Specialists 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 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
- Respond 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, the Legislature, County stakeholders, and the public.