# 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:**
Research Program Specialist I
(LIMITED TERM – 12 Months)

**Position #:**
917-198-5742-xxx

**Salary Range:**
$5,053 - $6,325

**Issue Date:**
September 17, 2015

**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:**
September 30, 2015

**STATEWIDE**

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

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 a Std.678 State Application and Resume to:**

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

**Please write "917-198-5742-xxx" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may 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.*

***Pending Control Agency Approval***
***LIMITED TERM – May be extended to the full 24 months or become permanent at a later date.***

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), applicants must submit a Statement of Qualifications (SOQ) which addresses how their experience and/or knowledge will assist them in succeeding in this position. The SOQ is a narrative discussion of how the candidate's education, training, experience, and skills meet the activities and duties, outlined below, that qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The statement should be typed, no longer than one page, one inch margins, and no smaller than 11 font (Times New Roman or Arial). Give specific examples, including your prior roles and responsibilities. Applications received without the SOQ will not be considered. The SOQ is in addition to a resume.

Candidates must also submit proof of eligibility in order to be considered for this position.

**Scope of Position:**
Under general direction of the Deputy Director, Corrections Planning and Programs Division, this position serves as a research program specialist for state grant funded programs. This position requires high-level writing and analytical skills, accuracy, and completed staff work including working independently at times and meeting timelines/deadlines. This position works in conjunction with Field Representatives to conduct planning, administrative, and analytical functions for state programs to improve offender outcomes, reduce recidivism, maximize resources, reduce justice system costs, and enhance public safety through effective evidence-based/promising practices and strategies. Experience in Social Service, Mental Health, and/or the criminal justice system is helpful, however not required. High-level knowledge and use of Microsoft Excel required; tasks may also include knowledge and use of Visio, Access and PowerPoint.

**Duties and Responsibilities:**
(Candidates must perform the following functions with or without reasonable accommodations.)

- **Research and Local Evaluation of Federal Funded Grant Programs** – Assist in the creation of program-wide and project-specific outcome and output measures for the Mentally Ill Offender Crime Reduction (MIOCR) grant projects, including the development of a draft MIOCR progress report. Prepare subgrantee training materials and provide training and technical assistance to grantees regarding data collection and local evaluation outcomes. Identify database needs for performance

*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. 1/15*

outcome monitoring. Prepare and present recommendations to program leads relating to local grant project data reporting and technical assistance needs. Serve as a resource on planning, organizing, interpreting, and disseminating research and statistical information to division staff. Design, develop, and document methodologies for responding to state mandated reporting requirements. Prepare draft written materials/reports for the BSCC, state legislature, grantees, and stakeholders on MIOCR outcomes. Present data and evaluation-related knowledge, findings, and recommendations to a variety of internal and external stakeholders.

- **Grant Program Functions** – Act as a principle point of contact for all MIOCR data compilation and evaluation efforts. Participate in grant program planning and development activities, including local program evaluation and data collection. Provide assistance and consultation to local MIOCR data collection staff and project evaluators. Review, interpret and analyze data from MIOCR grantee progress reports and local project evaluations, and provide interpretation to lead staff and/or management. Identify points of comparison between projects and make recommendations for MIOCR data correlation and/or contrast. Evaluate performance measurement tools, resource materials, and techniques to evaluate program performance. Develop and maintain documentation for data dictionaries, data quality issues, and data maintenance. Attend and participate in MIOCR Project Director Meetings and various data workgroups, as needed or requested.

- **Other Related Assignments** – Develop an understanding of cost-effective, promising, and evidence-based strategies in managing criminal and juvenile justice. Perform technical research and statistical work for BSCC state criminal and juvenile justice grants and aggregate information, as needed. Assist in legislative analysis to determine potential impact of proposed legislation on correctional programs and/or research and data mandates of the agency. Participate in special projects related to data collection and reporting, evidence-based practices, and evaluation accountability as well as workgroups related to criminal and juvenile justice data issues. Explore and summarize relevant evidence-based strategies and/or promising practices for mentally ill juvenile and adult offenders, including issues that pertain to mental health approaches and funding (e.g., MHSA, SAMHSA). Research and use state and national data trends to assist in divisional grant work. Establish lists of data sources from state, federal and national entities for mental health, evidence-based practices, strategies, and promising practices. Assist CPP leads with maintaining data on grant-funded projects that have received the Correctional Programs Checklist (CPC) evaluation. Provide support to CPP leads in CPC Action Planning workshops.

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