



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: (1276)
Research Data Supervisor II

Position #:
917-101-5737-916

Salary Range:
\$7,204.00 - \$8,950.00

Issue Date:
December 15, 2022

Final Filing Date:
December 29, 2022

Contact:
BSCC HR Recruitment
(916) 341-6891
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 917-101-5737-916. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, leadership to the adult and juvenile justice systems, expertise on Public Safety Realignment issues, and offers technical assistance on a wide range of community corrections issues.

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.

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.

Scope of Position:

The Research Data Supervisor II is responsible for day-to-day work of eight (8) Research Data Specialist IIs, as part of the Research unit. This position manages high level research staff working on grant evaluation projects and sensitive program areas. The team of researchers completes evaluation and data collection in support of the Board of State and Community Corrections grant programs.

This position requires ability to oversee research projects, train staff, create and maintain data governance and metadata frameworks and documentation, provides high-level review for analytical reports, ensures staff meet deadlines for their projects. This position works in conjunction with (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).

The incumbent works under the general direction of the Research Data Manager.

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

- **Supervision** – Responsible for management of Research Data Specialists IIs.. Hire, transfer, promote, assign and recommend disciplinary action for employees as necessary. Ensure staff are trained and monitor employee performances to ensure appropriate skill levels. Provide timely formal and on the job training to employees to ensure good performance. Inform employees of progress and provide formal performance evaluations. Supervise and coach staff in use of different software including SPSS, SAS, SQL, Tableau, R, ATLAS.ti, and SmartSheet.
- **Specialized Research and Data Collection Projects** – Oversee the design and implementation of the methodologies to evaluate program-wide and project-specific outcome results for grant programs, pilot programs, or other projects; includes overseeing validation of analyses and results. Provide feedback and review staff reports (progress, preliminary, and final, from grantees), 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

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



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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. Oversee the design, test, and implementation a wide variety of large-scale surveys using scientific survey design and sampling methodology; analyze, document, and present results of analyses of survey data.

- **Other Related Assignments** – Direct staff in the development and meeting data needs of legislative change proposals, budget change proposals, legislative concepts, or other such documents when scientific or complex analytical process is required. Create and maintain a data governance and metadata framework; map business processes to data systems; provide complex analyses; and serve as a resource to BSCC. In coordination with the Information Technology Team and the Research Data Manager, identifies and articulates business needs for data collection and storage enhancements, including designing use cases and data models for new datasets. Coordinates with internal customers on data warehousing implementation and ad-hoc analytics efforts. Elevates critical business issues and risks that arise during implementation and recommends solutions to executive sponsors and business users.

Desirable Qualifications:

- Previous work with grants instrument design and evaluation, including planning and executing evaluation
- Data collection and grant reporting for grant activities including organizing and managing research project files
- Strong communication skills, including public presentations