



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: (1445)
Research Data Supervisor II

Position #:
917-101-5737-XXX

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

Issue Date:
April 12, 2023

Final Filing Date:
April 26, 2023

Contact:
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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-XXX. 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.

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.

Scope of Position:

Under the direction of the Chief of the Research Section/Research Specialist III (Supervisory), the Research Data Supervisor II is responsible for the day-to-day work of seven staff: three (3) Research Data Specialist I, three (3) Research Data Analyst I/II, and one (1) Associate Governmental Program Analyst. This position manages research staff working on 1) BSCC data collection programs, including the Jail Profile and Juvenile Detention Profile Surveys; 2) the collection, standardization, cleaning, and validation of data in support of the BSCC's evaluation of grant programs; and 3) the development and implementation of reliable, valid, and fair processes for the evaluation of grant proposals. This position requires the ability to oversee research and data collection projects, train staff, create and maintain data governance and metadata frameworks and documentation, provides high-level review for analytical reports, and 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).

Duties and Responsibilities:

The incumbent must have the ability to perform the following essential functions with or without reasonable accommodations.

- **Supervision** – Responsible for management of Research Data Specialists I, Research Data Analyst I/II, and an Associate Program Governmental Analyst. Hire, transfer, promote, assign and recommend disciplinary action for employees as necessary. Ensure staff are trained and monitor employees' performance 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, SmartSheet, etc.
- **Research and Data Collection Projects** - Oversee the design and implementation of the methodologies to collect, clean, standardize, and validate

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the data used for the evaluation of 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 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 of 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 Specialist III (S), 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.
- Perform other work-related duties as required, including travel to meetings, trainings etc.

Desirable Qualifications:

- Design and implement research methodologies to ensure the collection and analyses of appropriate, meaningful, and unbiased data for program evaluations
- Design and implement advanced automated processes utilizing software (statistical, database) for capturing data and applying quality control procedures for research and data projects
- Utilize project management techniques to manage the progress of multiple programs and project activities to ensure quality, on time completion
- Prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department
- Ability to manage multiple assignments, while maintaining attention to detail
- Knowledge of good customer service techniques while effectively working under pressure and effectively dealing with change.