



## 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:** (454)  
Research Specialist III

**Position #:**  
917-101-7867-002

**Salary Range:**  
\$8,018 - \$9,989

**Issue Date:**  
March 15, 2021

**Contact:**  
Elizabeth Stevenson-White  
(916) 341-6891  
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**Location:**  
Board of State and Community  
Corrections  
2590 Venture Oaks Way,  
Ste. 200  
Sacramento, CA 95833

**Final Filing Date:**  
March 26, 2021

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 917-101-7867-002. 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.

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 general direction provided by the Facilities Standards and Operations (FSO) Deputy Director (CEA B), and in collaboration with the Research Data Manager, the Research Specialist III (RS III), is a member of the Research Unit performing a variety of research functions to support the Board of State and Community Corrections' research mission. Research functions include: designing and conducting research projects, conducting studies of moderate to highly complex scope, establish survey methodologies, and direct evaluations of community corrections-related programs.

### **Duties and Responsibilities:**

- **Program Evaluation:** Design and direct the development of complex research studies, including program evaluations, using appropriate research methodology and techniques. Develop program-wide and project-specific evaluation plans and studies, including outcome measures, prepare and provide training and technical assistance. Prepare and present written materials/reports for the BSCC, state legislature, grantees, and stakeholders on the results of research studies, program-wide and project-specific evaluations, including those of grant fund investments.
- **Survey Design and Analysis:** Design, test, implement, and maintain large-scale surveys, including the development of databases, using advanced research and survey expertise. Conduct statistical analyses and prepare complex reports and summaries of survey data. Provide high-level consultation and technical support on the feasibility, design and impact of research and data collection projects.
- **Community Corrections Data:** Collect and analyze data related to the community corrections system to address BSCC's data collection, data reporting, and research mandates and questions posed by various entities (e.g., management, legislative bodies). Work with members of the Research Unit to respond to legislative mandates and requests. Develop reports and provide

*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. 09/2020*



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technical assistance relative to BSCC programs and community corrections data for management review, and public and stakeholder dissemination.

- **Grant Related Duties:** Lead the development of the proposal rating procedures included in the requests for proposals (RFPs) for large-scale legislatively-funded grant programs, train raters to ensure the reliability of the ratings; develop data systems to conduct complex analytical and statistical analyses of the ratings and to timely produce the list of programs recommended for funding to the BSCC Board based on the ratings.
- **Other Duties as Assigned:** Other research related duties as directed or required, such as ad-hoc and or special reports, analysis of data trends and development of issue papers. Analyze and appropriately respond to information requests for data from internal staff and external stakeholders. Develop and conduct informative presentations on a variety of topics (e.g., research studies, projects, program evaluations, and recommendations) at meetings and conferences to technical and non-technical audiences.

### **Desirable Qualifications:**

- Ability to function as lead for complex large scale research projects.
- Knowledge of and experience with advanced automation processes for capturing data.
- Experience designing and implementing research projects using statistical software for capturing data.
- Ability to develop and prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the BSCC.
- Ability to work on multiple projects and assignments with competing priorities simultaneously and within deadlines.
- Ability to effectively present information to a wide variety of audiences including BSCC executive management, BSCC Board Members, end-users, customers, internal partners, and external stakeholders.