BSCC CALIFORNIA

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: (734)
Research Data Manager

Position #:
917-101-5740-002

Salary Range:
$8,545 - $9,702

Issue Date:
October 12, 2021

Final Filing Date:
October 25, 2021

Contact:
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916-341-6891

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 – CN
300 Capitol Mall, Suite 300
Sacramento, CA 95814

Application package must include all the required documents. Mailed application must include 917-194-5740-002. 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 general direction of the Deputy Director, Facilities Standards and Operations Division, and in collaboration with the Research Specialist III, the Research Data Manager provides high-level assistance by conducting research on a broad range of issues, presenting findings and reporting on issues related to community corrections. The Research Data Manager plans, organizes, directs, and manages all research activities, including day-to-day management of research staff for the BSCC, using a variety of analytical and research techniques to solve complex problems, develop and evaluate alternatives; analyze data and present ideas and information effectively, and provides reporting and findings of a sensitive nature that may impact community corrections, the criminal and juvenile justice system and a variety of stakeholders.

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

- Plans, organizes, directs and manages all research functions at the BSCC. Prepare, review, and revise work plans including the development of goals, timelines, objectives, tasks, and identifying resources needed to complete projects to ensure policy, procedural, and regulatory compliance. Delegate and assign work to staff based on functional areas involved, workload levels and individual expertise and skill.

- Provide high-level consultation and technical expertise to management, staff, and stakeholders to assist in the development and analysis of programs and projects. Write documents (e.g., white papers, issue briefs, technical briefs, fact-sheets) that summarize the background, methods, results, conclusions and recommendations of studies, program development and evaluation projects for readers with varying degrees of technical expertise. Develop and deliver presentations to advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and advocacy groups on findings related to the assigned areas of research. Read literature to keep current in the latest findings in the program area.

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- Propose and develop research projects to address questions posed by various entities (e.g., management, legislative bodies). Oversee research studies incorporating qualitative and quantitative research methodologies and techniques (e.g., survey, experimental and quasi-experimental designs) to address research questions. Identify new and existing research to advance understanding of the relevant areas of study.

- Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues. Track and monitor the completion of mandatory reports by reviewing reports for content, quality, and format to ensure completion within necessary timelines.

- Oversee and direct response to ad-hoc data requests to ensure data quality and customer service.

- Ensure maintenance of databases containing information from departmental, local, state and federal agencies, non-governmental, and other sources to use in research projects and meet requirements of state and/or federal agencies. Provide research consultation in database development to ensure proper design and reporting of data.

- Works closely with Information Technology (IT) staff on system and database information gathering and to create fresh ways to display research findings.

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