



## 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:** (859)  
Research Data Specialist II

**Position #:**  
917-101-5758-916

**Salary Range:**  
\$6,496 - \$8,131

**Issue Date:**  
January 5, 2022

**Final Filing Date:**  
January 19, 2022

**Contact:**  
Stefanie Reyes  
[Stefanie.Reyes@bscc.ca.gov](mailto:Stefanie.Reyes@bscc.ca.gov)  
(916) 827-6734

**Location:**  
Board of State and Community  
Corrections  
2590 Venture Oaks Way, Ste 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 917-101-5758-916. 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.*

*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.

In accordance with the BSCC's Nepotism Policy, any personal relationships will be confirmed before a job offer is made.

A Statement of Qualifications (SOQ) is REQUIRED and must be submitted with your application to be considered. Applications received without SOQs will not be considered. Resumes, letters and other materials will not be considered as SOQs.

SOQs should provide clear and concise information regarding experience, education and training relevant to the duties of this position. SOQs must be typewritten, no longer than 2 pages in length, with no smaller than 12 point font, single spaced, and responses must be numbered to match the items below. SOQs must include your name, date and have page numbers. SOQs must address the following points and must include specific examples and timeframes/dates:

1. Provide a description of a research project for which you were responsible for from initial design through final documentation of the outcomes. In your description include your role, the research question(s), research design, data collection efforts, specific analyses performed, and the results of the study.
2. Describe your experience providing technical research assistance to individuals with varying degrees of research experience regarding the design and implementation of a research project. In your response, include a description of your role, the research project, and the assistance provided.
3. Describe your experience with projects that require collaborating with a variety of different stakeholders, both internally and externally. Include in your description the various stakeholders involved, your role and contributions, and the project outcome(s), if applicable.

*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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### **Scope of Position:**

Under general direction of the Chief of Research (Research Data Manager), the Research Data Specialist II (RDS II) is a member of the Research Unit responsible for independently designing, organizing, and conducting the evaluation of juvenile or adult legal system grant and pilot programs, special research projects, and the collection and analysis of data from local community corrections agencies. Evaluation and data collection in support of the California Violence Intervention and Prevention (CalVIP) grant programs are the core focus of this position. This position requires high-level writing and analytical skills, accuracy, and completed staff work including the ability to work independently and meet timelines and deadlines.

This position works in conjunction with Field Representatives for the four (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:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Evaluation of Programs** – Design, develop, and document methodologies to evaluate program-wide and project-specific outcome results for grant programs, pilot programs, or other projects. Provide technical assistance to local program coordinators regarding local evaluation plans, data collection, evaluation of outcomes, and preliminary and final local evaluation reports. Technical assistance includes preparing training materials, providing training, providing assistance with research design, and providing assistance through the identification, development, and coordination of resources (external or internal), defining necessary data elements, and facilitating opportunities for collaboration. Review, interpret, and analyze data from grantee and program evaluation reports (plans and final) and provide interpretation to Field Representatives and/or management. Identify points of comparison between programs and make recommendations for data correlation and/or contrast. Prepare and draft written materials/reports for the BSCC, state legislature, grantees and stakeholders on the program-wide outcomes of grant fund investments. Present data and evaluation-related knowledge, findings, and recommendations to a variety of internal and external stakeholders.
- **Specialized Research and Data Collection Projects** – Design, plan and conduct specialized research projects, complex studies, and data collection projects, 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. Design, test, and implement 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** – Participate in work groups and professional organizations related to juvenile or adult legal system data issues. Research and use state and national data trends to assist in the work of the Research Team and the four BSCC divisions. Analyze and appropriately respond to

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information requests for data from internal staff and external stakeholders. In lead capacity, 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. Design, develop, and maintain data dashboards for a variety of data sets.

### **Desirable Qualifications:**

- Ability to design and implement research methodologies to ensure the collection and analyses of appropriate, meaningful, and unbiased data for program evaluations.
- Ability to design and implement advanced automated processes utilizing software (statistical, database) for capturing data and applying quality control procedures for research and data projects.
- Ability to utilize project management techniques to manage the progress of multiple programs and project activities to ensure quality, on time completion.
- Ability to prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department.