



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: (917)

Research Data Specialist I

Position #:

917-101-5742-006

Salary Range:

\$5,913 - \$7402

Issue Date:

March 9, 2022

Final Filing Date:

March 22, 2022

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 917-101-5742-006. 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 specific description of a research project for which you were the lead or a member of the project team. In your description include the research question(s), research design, data collection efforts, specific analyses performed, the results of the study, and documentation of the research project in reports and presentations. Specify your role in each of the previously listed items.
2. Provide a specific description of a project that required you to work closely with various levels of staff. Include in your description your role, the other individuals involved (staff within your own division, staff from another division, and/or external stakeholders), how you collaborated with them, your contributions to the project, and the project outcome(s).

Scope of Position:

Under direction of the Research Data Manager, the Research Data Specialist I (RDS I), is a member of the Research Unit performing a variety of research functions to support the Board of State and Community Corrections' (BSCC's) research mission. Research functions include evaluation of criminal and juvenile justice programs, design and implementation of special research projects, and the collection and analysis of

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community corrections-related data.

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). Experience in the criminal and juvenile justice system is helpful, however not required. High-level knowledge and use of Microsoft Excel is required; tasks also require knowledge and use of Tableau, Statistical Analysis System (SAS), Statistical Package for the Social Sciences (SPSS), and Microsoft's Access, PowerPoint, and Visio software.

Duties and Responsibilities:

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

- **Evaluation of Grant Programs** – Develop and implement reliable, valid, and fair processes for the evaluation of grant proposals. Prepare training materials, and provide training and technical assistance for the evaluation of grant proposals that results in the funding recommendations. Design, plan and implement research designs for the evaluation of of grant programs and projects. Assist in the development of program-wide and project-specific evaluation plans, including outcome and output measures for grant projects. Prepare training materials and provide training and technical assistance to grantees regarding local evaluation plans, data collection, evaluation of outcomes, and preliminary and final local evaluation reports. Review, interpret, and analyze data from grantee reports (progress, preliminary, and final) and provide interpretation to Field Representatives and/or management. Identify points of comparison between projects and make recommendations for data correlation and/or contrast. Design, develop, and document methodologies to evaluate program-wide outcome results of grants. 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 Projects** – Design, plan and conduct specialized research projects, complex studies, and data collection projects, including any associated statistical analyses, to address BSCC's 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.
- **Data Collection Projects** – Design, plan, and conduct data collection projects related to community corrections systems, including any associated statistical analyses and reports to address BSCC's data collection mandates and questions posed by various entities (e.g., management, legislative bodies). Design, test, implement, and maintain large scale surveys to collect data from local agencies. Conduct statistical analyses and prepare complex reports and summaries of survey data. Design, develop, and maintain data dashboards for a variety of data sources. Monitor and implement procedures for the collection of reliable data from existing sources (e.g., local, state, and federal agencies, non-governmental groups) to ensure data integrity and retrieval of electronic

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data from various sources (e.g., databases, computer networks).

- **Other Related Assignments** – Research and use local, state, and national data trends to assist in the work of the Research Unit and the four BSCC divisions. Establish lists of criminal and juvenile justice system-related data sources from local, state, federal, and national entities (e.g., crime statistics and evidence-based practices, strategies, and promising practices). 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:

- Design and implement research methodologies to ensure the collection and analyses of appropriate, meaningful, and unbiased data for program evaluations
- Effective facilitator for trainings, including virtual, and group meetings; communicates effectively to individuals and groups.
- 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.
- Knowledge of good customer service techniques while effectively working under pressure and effectively dealing with change