



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: (1391)
Research Data Specialist III

Position #:
917-192-5770-XXX

Salary Range:
\$7,315 - \$9,155

Issue Date:
March 1, 2023

Final Filing Date:
March 15, 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 917-192-5770-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 general direction of the Research Data Manager, the Research Data Specialist III (RDS III) is a member of the Research Unit responsible for complex research and data analysis projects that require research and development of innovative or undefined methods for collecting, analyzing, and reporting data. The position requires independently designing, organizing and conducting the evaluation of criminal and juvenile justice grant and pilot programs, special research projects, and the collection and analysis of data from local community corrections agencies.

The evaluation and data collection in support of the Board of State and Community Corrections grant programs are the core focus of this position. This position requires the ability to function as lead for complex large scale research projects, work on multiple projects simultaneously, high-level writing and analytical skills, accuracy, and 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** – This position provides statewide program evaluation support of the Proposition 47 grant at the level of an RDS III, and provides expert consultation to the research unit's RDS IIs on the adequacy and merit of proposed research and evaluation designs. This position develops and documents methodologies for evaluating projects with program-wide and project-specific outcome results. Provides technical assistance to outside entities regarding local evaluation plans, data collection, evaluation of outcomes, and preliminary and final local evaluation reports. Technical assistance includes tools and methods, providing internal assistance with

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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**—Advise Field Representatives and/or management on the outcomes or impacts of programs based on interpretation of grantee and program evaluation reports (progress, preliminary, and final). 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; peer review work completed related to methods and findings. Present data and evaluation-related knowledge, findings, and recommendations from complicated research projects and studies to a variety of internal and external stakeholders
- **Specialized Research and Data Collection Projects** – Independently perform the most complex research and data analysis projects 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** – Design and implement advanced automated processes using software to capture data, apply quality control procedures, and implement research projects. Provide expert consultation to BSCC staff on the software/solutions used to provide automated data collection and project management solutions. Participate in work groups and professional organizations related to criminal and juvenile justice data issues. Research and use state and national data to identify trends and outliers, assist in the work of the research unit and the four BSCC divisions. Analyze and appropriately respond to information requests for data from internal staff and external stakeholders. As the BSCC’s evaluation expert, develop and conduct informative presentations on a variety of evaluation-related 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:

- Experience evaluating grant programs which have numerous grantees/projects and requires the collection of recidivism data.
- Experience designing, planning, and conducting complex program evaluations for which there are no prior established methods.
- Experience designing and implementing advanced automated systems utilizing specialized software for capturing data, managing projects, and implementing quality control processes.
- Strong communication skills including written publications and public presentations.