



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: (2020)
Research Specialist III
(Supervisory)

Position #:
917-101-7867-002

Salary Range:
\$8,984-\$11,196

Issue Date:
July 12, 2024

Final Filing Date:
July 26, 2024

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 917-101-9613-005. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides services to the county adult and juvenile systems through inspections of county jails and juvenile detention facilities, technical assistance on local issues, promulgation of regulations, training standards for local correctional staff, and the administration of a wide range of public safety, re-entry, violence reduction, and rehabilitative grants to state and local governments and community-based organizations.

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.

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.

Scope of Position:

Under general direction provided by the Standards and Training for Corrections (STC) Deputy Director (CEA B), the Research Specialist III (RS III)/Supervisory (S) – Chief of Research provides high-level supervisory support to three staff(supervisors); plans, organizes, directs and manages all research activities and 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. The RS III (S) provides high-level support to BSCC Management Team by conducting research on a broad range of issues, presenting findings and reporting on issues related to community corrections.

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 identify 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, factsheets, etc.) 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

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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.

- 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.
- 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.
- 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. Respond to inquiries (e.g., public, legislative offices, governmental agencies, special interest groups) about departmental/agency activities to address concerns and issues. 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 Qualification:

- 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.