



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:

Research Data Analyst I/
Research Data Analyst II
(1 Position)

Position #:

917-101-5729-703
917-101-5731-703

Salary Range:

RDA I:
Range A \$4,339 - \$4,931
Range B \$4,477 - \$5,335
Range C \$5,368 - \$6,720

RDA II: \$6,453 - \$8,023

Issue Date:

September 13, 2024

Final Filing Date:

September 27, 2024

Contact:

BSCC HR
(916) 341-6891
BSCCHR@BSCC.CA.GOV

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 917-101-5731-703. 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.

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.

Duties will commensurate at the hired classification level.

Scope of Position:

Under the general direction of the Research Data Supervisor II (RDSup II), the Research Data Analyst I/II (RDA I/II) will perform basic research, data gathering, scheduled report maintenance, and statistical work to support the In-Custody Death Review (ICDR) division, utilizing structured and unstructured data from existing reports and resources. The RDA I/II accesses, updates, manages, and maintains applications and databases that focus on the reporting requirements of the ICDR division. The RDA I/II is also the technical support liaison and often communicates and coordinates with BSCC's other divisions, law enforcement and corrections agencies, and the public.

This position works in conjunction with Research Data Specialists (RDSs) and fellow RDAs. They will also work with Field Representatives and other staff within the ICDR division, Facilities Standards and Operations (FSO) division, and the County Facilities Construction (CFC) division.

Duties and Responsibilities:

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

- Maintain and update analytic databases containing information from departmental, local, State and federal agencies, non-governmental, and other sources to meet mandatory reporting requirements and/or to use in research projects. Coordinate data gathering processes with stakeholders (e.g., BSCC divisions, State departments, local jurisdictions, etc.) to ensure project objectives are met and maintain communication logs. Assist with the development and maintenance of data dashboards utilizing appropriate computer applications (Tableau, SAS, Smartsheet, etc.) to present data in a structured, professional, and interactive format to various stakeholders. Coordinate updates to the database workbooks and internal procedures manuals. Work closely with BSCC management and staff to update data applications and databases as necessary.

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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- Assist the RDSs to plan and design the approach and sequence of steps for the collection of data, interpretation of findings, and documentation and reporting of findings in a structured and professional format including the production of various research and statistical reports, data charts and tables. Analyze quantitative and qualitative data to address questions or concerns relevant to routine or ad hoc research studies. Assist in the gathering, compiling, editing, interpreting, and performing of complex analysis of internal and stakeholder databases and the designing of presentations effectively utilizing appropriate computer applications (Excel, Word, Access, Power Point, etc.) to extract data, link files, integrate and transfer data across applications, assessing accuracy, consistency, and quality of data, and maintain production guidelines and data histories.
- Respond to information requests for statistical data from internal staff and external stakeholders. Analyze requests and determine level of oversight required for approval/denial to release data and determine what support is necessary. Prepare draft written materials/documents to present the requested statistical data. Work with Information Technology (IT) staff, when necessary, to prepare data files including documentation for release to requestors such as Directors, the Governor's Office, state stakeholders, program staff, other state departments and agencies, the Legislature, County stakeholders, and the public.

Desirable Qualifications:

- Knowledge and experience in Excel.
- Experience in data collection, data cleaning, and data reporting.
- Ability and experience to analyze quantitative data, prepare and clearly present technical reports, recommendations and information.
- Experience in drafting, reviewing, and editing written reports.
- Ability to:
 - Reason logically and creatively. Analyze situations accurately and take effective and appropriate action.
 - Establish and maintain cooperative and professional relationships with others and stakeholders.
 - Communicate and work effectively with professional, technical and support personnel independently and in group settings.
 - Complete work with a high attention to detail and to maintain confidentiality.