



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 Supervisor II

Position #:
917-101-5737-003

Salary Range:
\$8,025-\$9,970

Issue Date:
November 19, 2024

Final Filing Date:
December 5, 2024

Contact:
Elizabeth Stevenson-White
(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 917-101-5737-003. 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 the direction of the Chief of Research (Research Specialist III Supervisory), the Research Data Supervisor II is responsible for the day-to-day work of Research Data Specialists (RDS) and Research Data Analysts (RDA). This position manages research staff who support the research, data collection, and data analysis responsibilities of the Board of State and Community Corrections (BSCC), including but not limited to research design and implementation; white papers; research reports; dashboards; and other data and research-related products. This position is responsible for a broad range of supervisor duties associated with planning, implementing, and coordinating large scale research and data collection projects; designing and implementing advanced automated processes utilizing software for capturing data; and applying data quality control procedures. This position is also responsible for developing strategies for process improvement, quality assurance, and data efficacy strategies.

This position works in conjunction with (5) BSCC Divisions: Standards and Training for Corrections (STC), Corrections Planning and Grant Programs (CPGP), Facilities Standards and Operations (FSO), In-custody Death Review (ICDR) and the County Facilities Construction (CFC).

Duties and Responsibilities:

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

- Supervision – Responsible for the supervision of RDSs and RDAs. Hire, transfer, promote, assign and recommend disciplinary action for employees as necessary. Ensure staff are trained and monitor employee performances to ensure appropriate skill levels and performance. Provide timely formal and on-the-job training to employees to ensure a high standard of performance. Inform employees of progress and provide formal performance evaluations. Supervise and coach staff in use of different software including SPSS, SAS, SQL,

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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Tableau, R, ATLAS.ti, and SmartSheet. Monitor staff's adherence to state, federal, departmental, divisional, and programmatic policies. Monitor staff's performance and provide mentoring and training opportunities to optimize performance.

- Research and Data Collection – Oversee the design and implementation of research and data collection projects; methodologies to collect, clean, standardize, and validate data; and the secure storage of data from diverse sources, ensuring adherence to privacy regulations. Oversee the development of data collection tools in different software systems (e.g., SmartSheet, SQL). Lead user acceptance testing of data collection tools and data reporting dashboards. Provide feedback and review staff reports, 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.
- Other Related Assignments – Oversee and lead staff who support the development of legislative change proposals, budget change proposals, legislative concepts, or other such documents when research or data collection projects and responsibilities are involved or a complex analytical process is required. Create and maintain a data governance and metadata framework; map business processes to data systems; provide complex analyses; and serve as a resource to the BSCC. In coordination with the Information Technology Team and the Chief of Research, identify and articulate business needs for data collection and storage enhancements, including designing use cases and data models for new datasets. Coordinate with internal customers on data warehousing implementation and ad-hoc analytic efforts. Elevate critical business issues and risks that arise during implementation and recommend solutions.
- Perform other work-related duties as required, including travel to meetings, trainings etc.

Desirable Qualification:

- Previous work with grants instrument design and evaluation, including planning and executing evaluation
- Data collection and grant reporting for grant activities including organizing and managing research project files
- Strong oral, written communication skills, including public presentations