

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy, Research and Internal Oversight	POSITION NUMBER (Agency-Unit-Class-Serial) 065-353-5770--XXX			MCR / HCR
DIVISION / UNIT Office of Research	CLASSIFICATION TITLE Research Data Specialist III			
	WORKING TITLE Research Data Specialist III			
	TIME BASE / TENURE P / FT	CBID R01	WWG E	COI Yes ☐ No ☒
LOCATION Sacramento County	INCUMBENT			EFFECTIVE DATE
CDCR'S MISSION and VISION				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.				
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
Commitment California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.				
DIVISION OVERVIEW				
The CDCR, Division of Correctional Policy, Research, and Internal Oversight, Office of Research (OR) responds to Public Records Act (PRA) requests and analyzes departmental data to develop population projections; assesses correctional trends of incarcerated and supervised populations; and identifies risks to departmental operations. The OR facilitates Department-sponsored research projects and external research requests from the public regarding incarcerated populations. The OR also produces legislatively mandated and highly specialized reports for CDCR. The mission of the OR is to inform public policy and to deliver effective policy recommendations to shape State correctional and rehabilitative efforts by analyzing correctional trends and risks, reporting statistical information, developing population projections, guiding research projects, and publishing meaningful Departmental reports to facilitate compliance with court mandates, state regulations, and departmental policies.				
GENERAL STATEMENT				
Under minimal supervision from the Research Specialist III (Supervisor), the Research Data Specialist III (RDSIII) has lead responsibility for the most complex evaluation and analysis of correctional programs and correctional data with emphasis on mandated reporting and recidivism. The RDSIII independently performs complex data analysis in response to specialized, ad-hoc and mandated research and reporting requests. The RDSIII utilizes statistical software programs such as Statistical Analysis Software (SAS) and other packages (such as Microsoft Power BI, SQL, DAX) to query, validate, format, and organize structured and unstructured data to assess potential impact in areas where changes are being implemented and a body of knowledge or experience does not exist. The RDSIII is also responsible for coordinating, designing, and directing complex research projects or activities with emphasis on reporting, which involve defining and creating new data models and research reports to meet departmental needs.				

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
30%	Plans, organizes, and conducts complex research on CDCR programs and populations to provide policymakers with a basis for data-driven decision-making. Performs in-depth and rigorous analyses of correctional program, incarcerated persons and formerly incarcerated persons data in order to reach valid conclusions and make recommendations regarding the efficacy of such programs and outcomes. The RDSIII will adapt and apply complex research methods to analyze and evaluate the impact of proposed and newly implemented legislation, programs, procedures, and processes related to recidivism, staff misconduct, mandated reports and the department's programs. The RDSIII will independently collect, compile, and analyze information, evidence, and data from multiple departmental offices, databases, and other tracking tools; identify the data needs and evaluate the adequacy of existing data; evaluate trends; and will effectively collaborate and communicate with various levels of management and stakeholders. The RDSII utilizes data analyses methods and techniques including gathering and collecting structured and unstructured data, as well as general principles, concepts and terminology used in research. Prepares research and statistical reports, and functions as a lead for complex large scale research projects, including but not limited to recidivism, mandated reporting, special projects, and staff misconduct.
30%	Designs and oversees analysis of large datasets, including recidivism and outcomes, for research purposes; manages quality control over the data. Applies computerized models to research data, statistical data, and other research methods used in analysis. Devises and implements computer program codes for merging large and complex administrative datasets and systems that frequently are not integrated. Develops documents and procedures related to data processing and analysis for research projects and assignments to be used as a future resource. The RDSIII will independently capture and manage accurate, timely, and recidivism and outcome data from across CDCR for use in the development and maintenance of complex data dashboards. The RDSIII will individually and proficiently design, develop, and maintain graphical representations of data, utilizing Microsoft Power BI and automated and centralized reports; utilize statistical software to develop, refine, and assess metrics; perform ongoing statistical analysis of outcomes data, and information collected to provide key executives with reports to inform decision-making.
20%	Represents the Department's research interests in daily interactions with departmental administrators, external stakeholders. Works closely with internal and external researchers to provide them with needed data, access to departmental staff, and advice on the most appropriate research methods. Identifies the data needs of complex analyses and evaluates the adequacy of existing data to meet those needs. Additionally, responds to ad hoc data requests using appropriate research methods, technical software, data analysis techniques, and obtains knowledge of departmental databases, and departmental operations. Provides expert consultation on the feasibility impact or potential of a variety of operational and special projects or proposals to the department and to other organizations. Participate in special projects as dictated by departmental needs. Performs necessary duties to plan and carry out major research, data projects, analyses, and program evaluations. Prepare responses to requests for information and research consultation from departmental management, external agencies, and other interested parties about emerging laws, initiatives, policies, and programs relevant to CDCR. Analyzes and monitor trends in corrections data such as demographics, program participation rates, recidivism rates, and outcome rates.
15%	Acts as a lead person to a group of research staff in order to carry out research projects using knowledge of project management, data analysis and research methodology. Uses project management principles to design and guide assigned projects. Serves as a project lead; monitors project work to ensure quality, quantity, and timeliness standards are met; coordinates project goals and objectives to ensure timely completion. Functions as a technical lead for complex projects to ensure timely completion. Knowledge of leadership principals to monitor project progress and conduct final project review and evaluation. Provides on-the-job training, coaching, and mentoring in data analysis and research methods to team members. Originates and develops new solutions, and makes recommendations for improvements in these areas. Serves as a peer reviewer for projects assigned to other staff. Attends meetings with management as a subject matter expert and participates in workgroups and training as directed.

5%

Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time and submits timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of research related to the efficacy of departmental and rehabilitative programs and data accuracy, reliability and validity and could cause significant errors or delays in the production of mandated or departmental reports. Such delays can result in the untimely production of departmental data reporting for departmental operations, budget, and control agencies.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE