CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Division of Correctional Policy, Research, and Internal Oversight	065-353-5737-801			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Research Data Supervisor II			
	WORKING TITLE			
Office of Research	Research Data Supervisor II			
	TIME BASE / TENURE	CBID	WWG	COI
	P / FT	S01	E	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento County				

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 general direction from the Research Specialist III (Supervisor), the Research Data Supervisor II has supervisory responsibility for outcomes, performance measures, mandated reporting, special projects and program evaluation for the Special Projects, Research and Evaluation unit. The Research Data Supervisor II may work independently and collaboratively to perform quantitative and qualitative data-driven research and statistical analysis related to CDCR's populations. The Research Data Supervisor II uses Statistical Analysis Software (SAS), Microsoft Power BI and other tools to support complex data analyses and visualization; and uses spreadsheet, word processing, and presentation software (e.g., Power BI, Microsoft Excel, Word, and PowerPoint) to prepare charts, tables, presentations, and research reports for a variety of audiences.

% 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%	Supervises staff and participates in the preparation of data, statistical analyses, and reports associated with recidivism outcomes, performance measures, the early warning system, and mandated and specialized reporting. Leads, oversees, and/or completes the most complex analytical and reporting tasks based on the needs of the SPEAR unit. Organizes and monitors staff workloads and provides research and technical guidance to staff to ensure timely completion of research projects and adherence to quality and methodological standards. Directs and leads analytical and reporting activities associated with incarcerated population outcomes and uses project management principles to coordinate priorities, timelines, and deliverables. Reviews and evaluates staff work products for accuracy, consistency, and compliance with departmental policies and research standards. Identifies potential gaps or areas to streamline current practices and works to initiate solutions in coordination with management and in alignment with leadership priorities.
30%	Represents the Department's research interests in daily interactions with departmental administrators and 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. Responds to ad hoc data requests using appropriate research methods, technical software, data analysis techniques, and obtains knowledge of departmental databases, and departmental operations. Participates in special projects as dictated by departmental needs. Performs necessary duties to plan and carry out major research, data projects, analyses, and program evaluations. Prepares 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 monitors trends in corrections data such as demographics, program participation rates, claims, staff misconduct allegations, and outcome rates.
20%	Oversees the development of dashboards, data visualizations, and automated reports using Power BI and other tools for monitoring and reporting purposes. Identifies required data and other resources needed to complete projects. May oversee or independently collect, compile, and analyze information, evidence, and data from multiple departmental offices, databases, interactive dashboards, and other tracking tools. Participates in special projects requiring the use of specialized software. Generates statistical reports in response to periodic and standardized requests from departmental administrators, control agencies, and others outside the Department. Effectively and professionally represents Office of Research in departmental and external communications.

15%	Provides on-the-job training, coaching, support, and mentoring in research methods, data analysis, visualization, and reporting to team members. Plans, organizes, directs, and evaluates the work and performance of staff. This includes but is not limited to the following: compliance with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management. Recruits, hires, trains, develop, and provide leadership to a diverse staff. Monitors, evaluates, and creates written performance appraisals of staff. Counsels staff and initiate disciplinary actions as necessary. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
5%	Performs administrative duties including, but not limited to: adhering to Department policies, rules, and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reporting time, and submitting 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