



March 13, 2015

## JOB OPPORTUNITY

If it's a challenging position you're looking for,  
we have the ideal job for you.

**CLASSIFICATION:** RESEARCH PROGRAM SPECIALIST II  
(MAY CONSIDER A RESEARCH PROGRAM SPECIALIST I)  
**TENURE/TIME BASE:** PERMANENT/ FULL TIME  
**BUREAU/SECTION:** CALIFORNIA RESEARCH BUREAU  
**SALARY:** \$5,415- \$6,778 per month

**SUMMARY:** Under the general direction of the Assistant Director, California Research Bureau (CRB), the incumbent is responsible for designing and directing major and complex research and activities with a high degree of independence, initiative, and originality with minimal supervision while providing research expertise to CRB clients.

**DUTIES:** The incumbent is a lead researcher or team member on complex, evidence-driven policy analyses and works with internal and external stakeholder groups to identify data and research needs to support CRB clients. The RPS II uses computer technologies (e.g. statistical software packages, database management software, Geographic Information System software, desktop publishing software, graphics software, Word, Excel, and other software packages) to facilitate data extraction, analysis and presentation. Duties include, but are not limited to:

- Leads, co-leads, or serves as a collaborative team member on a variety of qualitative and quantitative research, consultative and analytical assignments in policy research and program analysis. These assignments include, but are not limited to: conducting the most complex statistical analyses, overseeing the development of research protocols and procedures for collecting, managing, analyzing and presenting a variety of policy-relevant data. Provides high degree of expertise and authority in the fields of data analysis, policy analysis, and program evaluation.
- Synthesizes large amounts of internal and external data and information and integrates each appropriately into written reports, visual presentations, and oral or multimedia presentations for internal and external audiences in adherence with CRB publication standards and schedules
- Follows best practices in the policy research community to build and maintain a broad working knowledge of California governmental structure, procedures and practices, trends in policy research, and developments in public policy and research methodology.
- Performs other staff assignments as required and appropriate.

### **DESIRABLE QUALIFICATIONS:**

- Must be knowledgeable in research methods and techniques, application of computerized models to research data, statistical and other methods used in the analysis and projection of data, and survey methods and analytical techniques.
- Must possess strong project management, leadership and team building skills, strong organizational and analytical skills, exceptional time management skills, strong computer skills, and excellent interpersonal skills including verbal and written communication with all staff levels as well as state and local officials.
- Works with sensitive information and must be able to evaluate situations effectively and take appropriate action using initiative, resourcefulness, and good judgment, act independently or collaboratively in teams, show initiative, and respond flexibly and with tact to changing priorities and assignments with short timeframes.

### **APPLICATION PROCESS:**

Interested individuals who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. All methods of appointments, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov).

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application.

Applications will be screened and only the most qualified applicants will be considered for an interview.

**The final filing date is April 3, 2015.**

### **EQUAL OPPORTUNITY EMPLOYER**

The State of California and the California State Library 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, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.