



November 26, 2012

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: RESEARCH PROGRAM SPECIALIST II

TENURE/TIME BASE: PERMANENT FULL TIME

BUREAU: CALIFORNIA RESEARCH BUREAU

MONTHLY SALARY: RPS II - \$5309 - \$6451
(salary will be adjusted accordingly to comply with the furlough program)

SUMMARY: The Research Bureau was created in 1991 within the California State Library to provide policy research, analysis, and information services that are timely, objective, nonpartisan and confidential. The Bureau's staff responds to and anticipates issues which are subject to legislative resolution, and address policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively and directly for members and committees of the California Legislature, the Governor's Office, and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy.

DUTIES:

The RPS II position in the Bureau requires the services of highly skilled and motivated individuals who are responsible for carrying out complex research projects and activities with minimal supervision.

Research, Organize, Present, Respond. Under the general guidance of an Assistant Director of the Bureau,

- Plans, conducts, collaborates on the most difficult research studies and program evaluations requested by public officials.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses microcomputer software to carry out statistical and/or quantitative research.

*Research Program Specialist II
Permanent/Full Time*

PC#2285

*California Research Bureau
Final Filing Date: Until filled*

- Evaluates the accuracy and validity of statistical data and analyses.
- Conducts research on multiple topics as requested by public officials.
- Compiles and synthesizes large amounts of both qualitative and quantitative information.
- Interprets qualitative and quantitative information within a public policy context.
- Prepares and makes formal presentations based on research.
- Organizes and facilitates research seminars, forums, panels, and meetings.
- Provides expert consultation services to administration, department, staff, legislative bodies, commissions, and agencies.
- Advises clients on issues related to policy development and formulation.
- Writes correspondence in response to requests from public officials.
- Prepares CRB research publications.
- Writes draft legislation at the request of a client.
- Participates on task forces and advisory committees.
- Participates in collaborative projects and project management efforts with CRB and CSL staff members.
- Develops contacts within the policy and research communities.
- Attends appropriate conferences, hearings, and meetings that provide contacts and policy-related information.
- Follows developments in specific fields through contacts and appropriate readings.
- Employs best management practices in documenting and archiving project-related materials.
- Other duties as assigned

DESIRABLE QUALIFICATIONS:

- Ability to work successfully with high-level officials of the executive and legislative branches.
- Ability to interact discretely and professionally with elected officials and their staff.
- Interest in the process of formulating public policy.
- Ability to communicate effectively both orally and in writing.
- Ability and experience handling multiple, simultaneous projects with varying deadlines.
- Ability to act independently and show initiative.
- Ability to respond flexibly to changing assignments in a high-pressure environment.
- Ability to conduct research in a stressful, high visibility environment.
- Ability to accept and provide appropriate criticism.
- Ability to evaluate situations effectively and take appropriate action.
- Ability to work overtime as needed.
- Ability to travel and attend meetings at short notice.

KNOWLEDGE AND EXPERIENCE:

- Knowledge of research methods and techniques, including development and application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques and operations research methods.
- Experienced writing about research findings and work for technical and non-technical audiences.
- Experienced making public presentations.
- Experienced using personal computers and software packages.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application 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, Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER