COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:

Research and Evaluation Specialist II
An Equal Opportunity Employer

SALARY
$41.80 - $50.83 Hourly    $3,344.08 - $4,066.24 Biweekly    $7,245.51 - $8,810.19 Monthly
$86,946.08 - $105,722.24 Annually

ISSUE DATE: 03/15/18

FINAL FILING DATE: 04/06/18. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION
Under general direction, to plan and organize activities focused on research and evaluation of an agency/departments program and service performance outcomes; to implement and validate new service technologies and best practice models of service delivery; and to establish partnerships with other agency departments in support of improving programs and services through research and evaluation.

TYPICAL TASKS
• Collaborates with the Director of Research and Senior Research and Evaluation Specialist by supporting research and program evaluation studies and cost-benefit analysis on a variety of agency programs and services using qualitative and quantitative methods;
• Conducts interviews, focus groups, surveys, researches and evaluates existing data sets and performs statistical analysis;
• Monitors relevant policies and legislation at the State and Federal levels to report on their impact on program/services and clients;
• Acts as a departmental resource on questions related to relevant research projects;
• Prepares reports and policy briefs outlining research and evaluation activities including policy analysis, methodologies, results and recommendations that can be used by departments and management;
• Prepares reports and required documentation for grants including annual and biannual reports; submits reports to funders;
• Prepares reports and presentations of evaluation and research results for various audiences;
• Analyzes, interprets, and summarizes research and evaluation findings, relevant legislation impacting programs and services, and policy implications;
• May function as project leader or supervise Research and Evaluation Analysts;
• May be assigned as a Disaster Service Worker, as required;
• Performs related work as required.

EMPLOYMENT STANDARDS
Sufficient experience and education that demonstrates the ability to perform the above tasks and the possession and application of the following knowledge and abilities:

Training and Experience Note: The following knowledge and abilities are acquired through
Possession of Master's Degree in Social Work, Public Policy, Public Health, Public Administration or related field

AND

Two (2) years of experience performing research and evaluation and performance outcome activities in a direct client service environment. Experience must include participating in one (1) research project that contributed to the dissemination of findings through publication or presentation at a professional organization.

Possession of a California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

Knowledge of:

- Current trends in Federal, State, and local relevant research field and evaluation of programs, and services, and direct client service delivery;
- Best evidence-based practices and web-based resources, including knowledge of the academic literature and policies relevant to field of study;
- Quantitative and qualitative research methods, including research design, interviewing protocols, instrument design, sampling, data collection, etc.;
- Practices and techniques of administrative and statistical analysis and report preparation;
- Database conventions and performance measures;
- Common computer applications including word processing and spreadsheets;
- Standard and statistical software applications.

Ability to:

- Use research findings to recommend best practices for agency programs and services and to inform policy recommendations;
- Effectively communicate both orally and in writing to governmental, academic and community agencies;
- Research, compile, evaluate, analyze data and interpret results;
- Prepare, and present data related to research and evaluation findings to a broad audience of stakeholders;
- Use qualitative and quantitative research methods in applied public and direct client service settings;
- Assist in writing and preparing grant applications;
- Initiate, plan and complete work assignments with a minimum amount of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.
Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is $118,775 for 2017): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is $270,000 for 2017.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.sccjobs.org/
OR
70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #18-P7D-A
RESEARCH AND EVALUATION SPECIALIST II
RS

Research and Evaluation Specialist II Supplemental Questionnaire

* 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. Please include the name of employer, job title, dates of employment and number of hours worked per week for questions asking about your experience. A response of "see resume" or "see application" will deem your application incomplete. Vague, incomplete or non-responsive answers could result in no or low scores in a competitive rating process. Do you understand this requirement?
  ☐ Yes  ☐ No

* 2. What is the highest level of education you have completed?
  ☐ High School or GED equivalent
  ☐ College (1 to 29 semester / 1 to 44 quarter units)
  ☐ College (30 to 59 semester / 45 to 89 quarter units)
  ☐ College (60 to 89 semester / 90 to 134 quarter units)
  ☐ College (90 to 119 semester / 135 to 179 quarter units)
  ☐ College (120 or more semester / 180 or more quarter units)
  ☐ Associate's Degree
  ☐ Bachelor's Degree
  ☐ Master's Degree
  ☐ Doctoral Degree
* 3. What is your area of study?
   - □ Criminal Justice/Criminology
   - □ Social Work
   - □ Public Policy
   - □ Public Health
   - □ Public Administration
   - □ Other related area
   - □ None of the above

* 4. If you selected "other" in the question above, please specify. If not, type "N/A".

* 5. How many years of work experience do you have performing research and evaluation and performance outcome activities in a direct client environment?
   - □ No experience
   - □ Less than one year
   - □ One to less than two years
   - □ Two to less than three years
   - □ Three to less than four years
   - □ Four to less than five years
   - □ Five or more years

* 6. Describe your experience performing research and evaluation and performance outcome activities in a direct client environment. Include name of employer, job title, dates of employment, number of hours worked per week, and duties assigned. If no experience, type "N/A".

* 7. Have you participated in a project that contributed to the dissemination of findings through publication or presentation at a professional organization?
   - □ Yes   □ No

* 8. Describe a research project you participated in that contributed to the dissemination of findings through publication or presentation at a professional organization. Include name of employer, job title, dates of employment, number of hours worked per week, and duties assigned. If no experience, type "N/A".

* 9. Do you have experience with criminal justice agencies (i.e. Probation, Courts, Corrections, or other similarly related criminal justice/criminology fields?)
   - □ Yes   □ No

* 10. If you answered yes to the question above, please describe your experience. Responses should include your role, responsibilities, name of the organization and dates of experience. If no experience, type "N/A".

* 11. Do you have experience with research and/or evaluations?
   - □ Yes   □ No
* 12. If you answered yes to the question above, please describe your experience. Responses should include your role, responsibilities, name of the organization and dates of experience. If no experience, type "N/A".

* 13. Describe your statistical analysis experience. Responses should include your role, responsibilities, any publications/outcomes, name of the organization and dates of experience. If no experience, type "N/A".

* Required Question