This position is currently a temporary position that offers some flexibility in working hours.

**TYPICAL TASKS**

The typical tasks for this position would include:

- Conducts structured literature reviews and policy analysis using academic databases and mainstream search engines on topics relevant to the research and evaluation study;
- Summarizes information outlining research and evaluation activities, methodologies, results, and recommendations for use by departments and management;
- Develops familiarity with County data systems and coordinates with other departments for cross agency data sharing for relevant projects;
- Assists in gathering data from national, State, and local databases, specialized datasets, interviews, focus groups, and surveys;
- Analyzes, evaluates, formats and manages data (Excel a must, SPSS/SAS experience helpful);
- Assists in conducting research and evaluation studies and analysis using qualitative and quantitative methods on a variety of agency programs and community projects;
- Conducts descriptive statistical analysis such as cross-tabulations and correlations;
- May be assigned as a Disaster Service Worker, as required; and
- Performs other related duties as required.

**EMPLOYMENT STANDARDS**

Sufficient education, training and work experience to demonstrate the ability to perform the above tasks, and the attainment of the knowledge and abilities listed below.

Training and Experience Note: The knowledge and abilities required to perform this function are attained through possession of a Bachelor's Degree and experience that demonstrates incorporating applied research & evaluation in an academic or professional research study. Possession of a Master’s Degree preferred. This position is alternately staffed as a RES I or RES II depending on the applicant’s experience.

Possession of a valid California’s Driver’s License prior to appointment and the ability to obtain and maintain a County Driver’s permit.
Knowledge of:

- The field of probation (or related field) and current trends in relevant research and evaluations;
- Direct client level services;
- Quantitative and qualitative research methods, including research design, interviewing protocols, instrument design, sampling and data collection;
- Database conventions and performance measures;
- Common computer applications including word processing and spreadsheets; and
- Principles and methods of statistical modeling and statistical software applications.

Ability to:

- Learn and apply qualitative and quantitative research methods including doing routine or detailed work to learn research and evaluation skills;
- Gather, analyze and format data;
- Reason logically and creatively to utilize a variety of techniques to analyze research questions and resolve problems independently;
- Communicate effectively orally and in writing to reach a variety of audiences;
- Accept increasing responsibility as necessary;
- Take on more challenging research assignments as experience is gained; and
- Establish and maintain cooperative working relationships with those contacted during work.

IF INTERESTED, PLEASE SEND RESUME TO:

Holly Child, PhD

Director of Research and Development

Santa Clara County Probation

Email: Holly.Child@pro.sccgov.org