

EDITED TASK LISTING

CLASS: RESEARCH MANAGER III (SOCIAL BEHAVIOR)

NOTE: Each position within this classification may perform some or all of these tasks.

| Task # | Task |
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| 1. | Provides research expertise and support to the Executive Steering Committee in creating research policy essential to the department's mission, in developing and prioritizing the department research agenda, and keeping a current inventory of all research and evaluation projects within the department using knowledge and experience as needed. |
| 2. | Directs, organizes, and plans a research program to provide quality evaluation, research, analysis, synthesis, and application to implement evidence-based programs and practices to comply with the department's strategic plan using a collaborative approach on a daily basis. |
| 3. | Develops and implements an ongoing program evaluation system based on program outputs, outcomes, evidence-based standards, and promising or best practices to increase program accountability and quality to comply with the department's strategic plan using a collaborative approach on a daily basis. |
| 4. | Serves as research liaison to the department's programs to coordinate research programs and policies and to develop research products and services based on current issues and problems facing the department using a structured decision making process on a daily basis. |
| 5. | Serves as research liaison to the criminal justice research community (e.g., University of California, California State University, private research and philanthropic foundations, other State and local agencies, and associations and etc.) to coordinate research programs and policies and to develop research products and services based on current issues and problems facing the department using a structured decision making process on a daily basis. |
| 6. | Serves as principal advisor to the second line supervisors on the development of scopes of service, Request for Offers and Proposals, procurement, and subsequent contract management of evaluation and research services using department- and other government-approved procedures as needed. |
| 7. | Serves as principal advisor to the second line supervisors on established and proposed research designs and governmental research policies regarding matters such as program evaluation, interagency data sharing, and human subjects protections to comply with standards of research, Department Operations Manual (DOM) and Federal and State laws using approved protocols and procedures on a daily basis. |
| 8. | Provides research-based recommendations to the Assistant Secretary to aid in the formulation and implementation of department-wide policies regarding the State's correctional services delivery system (e.g., to continue, expand, modify or eliminate programs etc.) using current science-to-service research as needed. |

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| 9. | Provides research methodology expertise regarding public inquiries and media events involving the executive staff, including the development and coordination of speeches and press releases for the Assistant Secretary relating to research studies conducted and/or administered by the department using knowledge and experience as needed. |
| 10. | Provides research ethics and protection of human subjects expertise regarding public inquiries and media events involving the executive staff, including the development and coordination of speeches and press releases for the Assistant Secretary relating to research studies conducted and/or administered by the department using knowledge and experience as needed. |
| 11. | Provides research expertise to the Offices of Legislation and Communications with regard to studies, related budget issues, and proposed legislation including the development and analysis of legislation related to proposed and enacted research studies as well as the development and coordination of testimony before Legislative Budget and Policy Committees using knowledge and experience as needed. |
| 12. | Provides the Administration Division research methodology and interpretation expertise concerning budget issues, including the development and coordination of Budget Change Proposals and testimony before Legislative Budget Committees using knowledge and experience as needed. |
| 13. | Collaborates with other state agency research executives and academic researchers in the use of research study results to frame policy-making discussions, guide policy development and decisions as needed. |
| 14. | Responsible for the oversight of the preparation and timely completion of reports to satisfy objectives of Legislatively mandated or CDCR-directed research analyses and studies that are the responsibility of the Office of Adult Research using knowledge and experience as needed. |
| 15. | Performs supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunities (EEO), American with Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies as needed. |
| 16. | Train staff to improve their skills and knowledge using various methods (e.g., classroom, on the job, mentoring etc.) as required for the performance of their job. |
| 17. | Provides guidance to staff in their work assignments to ensure proper and efficient use of resources using various tools, equipment, aids and/or processes (e.g., knowledge, manuals, procedures etc.), as needed and/or upon request. |

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| 18. | On an on-going basis, evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board. |
| 19. | Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the Individual Development Plan (IDP) and Review of Performance (ROP), as required by the State Personnel Board. |
| 20. | In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s). |
| 21. | Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request. |