



RESEARCH PROGRAM SPECIALIST I (SOCIAL/BEHAVIORAL)

RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL)

Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

SACRAMENTO

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for these examinations are **January through June and July through December**. Applications will not be accepted on a promotional basis.

NOTE: Candidates may test for this classification once in a 12-month period. Candidates who participated in the previous examination administration within the last 12 months regardless of the final examination results, cannot participate in this examination administration.

HOW TO APPLY

Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or **In person at:**
Department of Corrections and Rehabilitation
Office of Workforce Planning
1515 S Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Qualifications Assessments for Research Program Specialist I (Social/Behavioral) and/or the Research Program Specialist II (Social/Behavioral) are available at CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html or in person at the address listed above.

If you meet the entrance requirements for Research Program Specialist I (Social/Behavioral) and/or the Research Program Specialist II (Social/Behavioral), you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination for which you wish to file. You will only be considered for acceptance into the examination(s) that you have listed on your application.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS

Applications will be accepted on a continuous basis and applicants will be tested as needed.

TEST DATE

Candidates must complete and return the Research Program Specialist I (Social/Behavioral) and/or Research Program Specialist II (Social/Behavioral) Qualifications Assessment(s) along with his/her Examination Application (Std. Form 678). Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

SALARY RANGE(S)

As of: January 29, 2014

RESEARCH PROGRAM SPECIALIST I (SOCIAL/BEHAVIORAL)
\$4,833 - \$6,050

RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL)
\$5,309 - \$6,645

MINIMUM QUALIFICATIONS

RESEARCH PROGRAM SPECIALIST I (SOCIAL/BEHAVIORAL)

Experience and education which provides the ability to independently and successfully perform complex research of psychological and sociological behavior factors. **and**

Either I

Experience: One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II (Social/Behavioral).

Or II

Experience: Three years of progressively responsible technical research experience above the trainee

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II [Social/Behavioral].); and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.

RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL)

Experience and education which provides the ability to independently and successfully perform complex research of psychological and sociological behavior factors. and

Either I

Experience: One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of a Research Program Specialist I (Social/Behavioral).

Or II

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to a Research Program Specialist I [Social/Behavioral].); and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

BOTH LEVELS:

Special Personal Requirements: Demonstrated ability to act independently; initiative; flexibility; and tact.

Desirable Qualifications: Experience performing psychological or sociological related duties; graduation from college with any major but with extensive course work in psychology or sociology, this must include at least six semester hours of research techniques.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**EXAMINATION
PLAN**

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

ALL CLASSIFICATIONS:

A. Knowledge of:

1. Principles and concepts of psychological and sociological behavioral theory.
2. Techniques and methodologies for measuring psychological and sociological dimensions.
3. Social problems of governmental concern.
4. Experimental design procedures.
5. Research methods and techniques.
6. Application of computerized models to research data.
7. Statistical and other methods used in the analysis and projection of data.
8. Survey methods and analytical techniques.
9. Operations research methods.

**EXAMINATION
PLAN
(CONTINUED)**

- B. Ability to:**
1. Design and conduct a complex research project in the area of evaluating behavior or validating studies.
 2. Communicate effectively to individuals and groups related to the area of research.
 3. Analyze and make recommendations.
 4. Plan and carry out research projects.
 5. Prepare and present technical reports.
 6. Establish and maintain cooperative relationships with others.

**ELIGIBLE LIST
INFORMATION**

For each classification listed above, a separate eligible list will be established. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

**POSITION
DESCRIPTION AND
LOCATION(S)**

A Research Program Specialist I (Social/Behavioral), under general direction, independently develops and utilizes research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists; works independently with primary responsibility for a major project or activity; plans, organizes, and conducts complicated research studies and activities involving the research and evaluation of individual or social aspects of human behavior utilized for test construction program planning and implementation; and does other related duties

A Research Program Specialist II (Social/Behavioral) has the responsibility for designing and directing major complex research projects or activities. The positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the social aspects of human behavior; plan, organize, and conduct complicated research studies and activities involving the research and evaluation of individual or social aspects of human behavior utilized for test construction program planning and implementation; and does other related duties.

Position(s) exists in Sacramento with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS POINTS/
CAREER CREDITS**

Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.jobs.ca.gov/OEC/jobs/stateapp.aspx.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](http://www.jobs.ca.gov/job/VeteransInformation). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS