About the Lab

The California Policy Lab creates data-driven insights for the public good. Our mission is to partner with California’s state and local governments to generate scientific evidence that solves California’s most urgent problems, including homelessness, unemployment, poverty, crime, and education inequality. We facilitate close partnerships between policymakers and researchers at UCLA and UC Berkeley to help evaluate and improve public programs through empirical research and technical assistance.

The role

The California Policy Lab is seeking a Research Manager with significant project management experience, as well as subject matter interest or expertise in topics related to labor economics. The Research Manager will contribute to our organization’s proven track record of bridging the gap between academic researchers and government policymakers at the local level in Los Angeles, and at the state level in California. Our unparalleled access to administrative microdata on earnings, employment, job training initiatives and the safety net programs will be used to help inform policymaker responses to the worst unemployment crisis since the Great Depression, and the ensuing economic recovery.

The Research Manager will be the day-to-day lead on multiple CPL research collaborations between UCLA faculty and policymakers across the state of California. In this capacity, the Research Manager will be responsible for managing all aspects of our engagement, including developing and managing relationships with government partners; representing CPL at events and to external stakeholders; writing reports and presentations; overall project management, preparing grant applications; and developing other policy-relevant deliverables. Additionally, he or she will work with CPL’s data analysts to implement rigorously designed research projects, including randomized control trials (RCTs), other non-experimental designs, and predictive analytics.

The successful candidate will be an experienced project manager, capable of acting as the main point of contact between CPL and key external stakeholders, and knowledgeable about the design and analysis of research experiments. He or she will be passionate about leveraging research partnerships to find innovative solutions to labor market problems facing California
policymakers and citizens. This position requires an individual who is able to work as a part of small research teams running multiple projects concurrently. We seek highly organized individuals with superior written and verbal communications skills and excellent time management ability.

The Research Manager will report to CPL’s Research Director and will work collaboratively with other CPL researchers, staff, and partner agencies. This position is based in Los Angeles, California; remote start options and flexible relocation timelines are available during the ongoing pandemic.

Education and experience required

Applicants must have a bachelor’s degree in economics, public policy, business administration or other closely related field; advanced degree strongly preferred. Applicants must also have at least two years of professional experience; three or more years of professional post-baccalaureate experience preferred.

Responsibilities

- Coordinates and leads project teams, sets deadlines and deliverables, and ensures successful completion.
- Manages relationships with government partners as their main point of contact at CPL, which requires establishing regular in person meetings or conference calls to troubleshoot issues, develop research agendas, and provide project updates.
- Works with CPL faculty to support implementation of policy experiments, including randomized control trials (RCTs) and quasi-experimental designs.
- Works with CPL staff to coordinate the analysis of large administrative datasets with sensitive individual-level information.
- Co-authors reports and other publications for partners, the public, and others.
- Prepares grant proposals in concert with CPL leadership and faculty affiliates.

Competencies

Required:
- Substantive knowledge of quantitative research methods and causal inference.
- Substantive knowledge of or interest in labor economics.
- Demonstrable project management experience.
- Attention to detail and ability to organize and document workflow.
- Strong initiative and a resourceful approach to problem-solving.
- Superior verbal and written communication skills.
- Ability to work independently and as part of a team.
- Ability to multi-task with demanding timeframes.
- Ability to work discreetly with sensitive and confidential data.
Preferred:

- Experience working in an academic or think-tank environment.
- Substantive knowledge or experience in at least one of our five core research areas – homelessness, criminal justice, poverty, education, or labor.
- Client management experience.
- Familiarity manipulating and modeling data in Stata, SAS, or R.
- Familiarity with business intelligence tools such as Tableau or PowerBI.

To apply

All applicants must apply online at UCLA Career Opportunities using requisition number 32586. Candidates who pass an initial resume review will be contacted for additional pre-interview screening.

Affirmative Action/Equal Employment Opportunity Statement

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.