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UNIVERSITY OF CALIFORNIA

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Position: Criminal Justice Research Manager

About the California Policy 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, 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.

CPL recognizes the value of having a diverse staff at all levels of the organization. We are looking for equity-minded applicants who represent and understand the diverse racial and ethnic, gender identity, sexual orientation, educational, socioeconomic, cultural, and disability backgrounds present in California. When you join our team, you can expect to be part of an inclusive and equity-focused community.

This position presents an exciting opportunity to transform the criminal legal system in California. CPL is the research partner for the Committee on the Revision of the Penal Code. The Committee is a new state entity that studies and recommends changes to all aspects of California's criminal laws — from policing to sentencing to reentry and more. The Committee's recommendations, based on CPL's research, will likely serve as the basis for legislation that could dramatically revamp California's entire criminal legal system.

This position will be based at CPL, in the Institute for Research on Labor and Employment at UC Berkeley.

The Position

CPL Research Managers are the day-to-day leads on CPL projects, working closely with government partners and academic research leads to keep projects moving forward. They are responsible for managing all aspects of our engagement, including developing and managing relationships with government partners; representing CPL at events and to external stakeholders, coordinating with and overseeing research assistants; implementing rigorous research designs, including randomized control trials (RCTs) and quasi-experimental studies; preparing reports and presentations; preparing grant applications; and developing other policy-relevant deliverables.

This position will work closely with CPL staff and the leadership of the Committee on Revision of the Penal Code to oversee partnerships between the Committee, state criminal justice agencies, and local criminal justice agencies. Though rarely the one working in the data, the Research Manager will be the day-to-day project manager for all of CPL's activities with the Committee and will coordinate communication between the Committee and the CPL research team. The ideal candidate has a proven track record in leading project teams and maintaining relationships with diverse stakeholders, including criminal justice agencies. We seek applicants who are confident bridging the gap between academic researchers and government policymakers, and who would be comfortable carrying out research projects with CPL partners, under the supervision of a principal investigator.

The main responsibilities of the Research Manager include:

- Coordinates between Committee and research teams, develops clear communication, and organizational tools to facilitate the partnership.
- Manages research projects, sets deadlines and deliverables, and ensures successful completion.
- Manages relationships with government partners, including regular engagement and client management, troubleshooting issues, and being the main point of contact for those partners at CPL.
- Works with CPL faculty affiliates to support implementation of evaluations of public programs, including randomized control trials (RCTs) and quasi-experiments.
- Coordinates the analysis of large administrative datasets with sensitive individual-level information.
- Co-authors reports, analyses, and other publications for partners, the public, and other audiences.
- Prepares grant proposals in concert with leadership and principal investigators.

Required Qualifications

- Bachelor's degree in economics, sociology, political science, public policy, public health, business, education, or other social science or vocational fields or equivalent experience/training.
- Demonstrated experience in managing client relationships, managing projects independently, meeting project timelines, and communicating with internal and external stakeholders in a productive and timely manner.
- Demonstrated quantitative skills, advanced knowledge, and experience in data/statistical analysis.
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines.
- Strong interpersonal and communication skills, including exceptional writing skills.
- Excellent organizational skills and attention to detail.
- Ability to multi-task with demanding timeframes.
- Ability to work both independently and as a team member.

- Ability to work discreetly with sensitive and confidential data.

Preferred Qualifications

- Master's degree in public policy, economics, statistics, or a related field.
- Three or more years of professional experience, including two or more years of relevant post-baccalaureate research experience.
- Experience working with large and complex datasets, including criminal justice system data.
- Strong STATA programming skills or knowledge of another, similar language (e.g., SAS, R, SPSS, Python) with commitment to learning STATA.
- Experience managing research projects in an academic or think-tank environment.
- A commitment to advancing racial equity and inclusion through research as well CPL's internal and external relationships.

Salary & Benefits

This position is full-time, for a two-year contract. Our grant ends in April 2023, after which there is some possibility for contract renewal pending funding availability. Annual Salary will be commensurate with experience within the range of $60,800.00 - $88,500.00.

For information on the comprehensive benefits package offered by the University visit: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Go to https://jobs.berkeley.edu/job-listings and click "External Applicants" (or "Internal" if you're a current UC Berkeley employee) and then search for keyword 15400 which is the job ID. Use the system to submit your cover letter and resume as a single attachment.

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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, or protected veteran status. For more information about your rights as an applicant see: https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct