Now Hiring - Research Manager

About the California Policy Lab
The California Policy Lab (CPL) creates data-driven insights for the public good. Our mission is to improve the lives of Californians by generating evidence that transforms public policy. We do this by forming lasting partnerships between government and California’s flagship public universities to harness the power of research and administrative data. We work on California’s most urgent issues, including homelessness, poverty, criminal justice reform, and education inequality. We facilitate close working partnerships between policymakers and researchers at the University of California to help evaluate and improve public programs through rigorous empirical research and technical assistance. CPL recognizes the value of having a diverse staff at all levels of the organization.

CPL-Berkeley is a center within the Institute for Research on Labor and Employment (IRLE).

The Position
CPL Research Managers serve as project managers and relationship managers on CPL research projects. Research Managers work 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; drafting grant applications; developing other policy-relevant deliverables; and coordinating data access for affiliated researchers.

Working closely with CPL’s faculty affiliates, the Research Manager will be the day-to-day lead on a portfolio of CPL projects and will work closely with government partners and other stakeholders related to CPL’s research. The Research Manager will also lead lab-wide efforts to make administrative data accessible to researchers across the UC system and beyond, especially as it relates to administrative datasets related to public health, social determinants of health, Medicare, and Medicaid. The ideal candidate has a proven track record of leading project teams and maintaining relationships with diverse stakeholders, alongside an interest in developing expertise on policy issues related to CPL’s research. We seek applicants who are confident bridging the gap between academic researchers and government policymakers, and who would be comfortable developing and carrying out joint research agendas with CPL partners.
CPL works across a range of social policy topics, and the Research Manager may work on projects throughout this range depending on the organization’s needs and the Manager’s interests. Their initial projects will focus on the social safety net and public health.

This position will be based at our UC Berkeley offices, with a mixture of work in the office and optional work from home. The position may require some travel to Sacramento to build and maintain relationships with state government partners.

The main responsibilities of the Research Manager include:

- Coordinates and leads project teams, sets deadlines and deliverables, and ensures successful completion.
- Manages relationships with government partners, including regular engagement and client management, troubleshooting issues, coordinating data access for other researchers, and being the main point of contact for those partners at CPL.
- Leads CPL's data access projects in close coordination with government partners, including development and implementation of application and review process, communications with applicants, and facilitation of secure access to data.
- Works with CPL faculty affiliates to support implementation of evaluations of public programs, including randomized control trials (RCTs) and quasi-experiments.
- Develops subject-matter expertise at CPL on policy areas related to their portfolio of research projects.
- 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.
- 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 and presentation skills.
- Organizational skills and attention to detail required. 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.
- Demonstrated quantitative skills, advanced knowledge, and experience in data/statistical analysis.
- Experience managing research projects in an academic or think-tank environment.
- Experience working with large and complex datasets.
- Experience working on randomized controlled trials or other field experiments.
- A commitment to advancing racial equity and inclusion through research and through CPL’s internal and external relationships.

Salary & Benefits
Salary is commensurate with experience. This position is full-time, and will start as a two-year contract. The hiring range for this position is $67,000 - $95,000 per year.

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 “43614”, 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