

## Research Associate II (Criminal Justice)

**Position Summary-** This Research Associate II position is an extraordinary opportunity to join the [Public Policy Institute of California](#) (PPIC), a unique organization that believes in the power of good information to build a brighter future. As an integral member of our research team, you will help deliver objective, non-partisan work that meets PPIC's high standards for excellence, relevance, and transparency. In this Research Associate II position, you will provide advanced analytical support to the Criminal Justice research group, which focuses on evaluating policy reforms and prison programs in California, policing, as well as monitoring and understanding key criminal justice outcomes, including crime.

Research associates are integral members of PPIC's research team. As their expertise develops, so do the opportunities to expand their level of responsibility regarding the stewardship of project-related work and the intellectual contribution to projects. This level is distinguished from Research Associate I in that a Research Associate II is expected to produce analytical results mostly independently and to translate results to research insights in various forms, such as written material, visualizations, and public speaking activities.

### To Apply, visit:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=236728e1-f853-45ca-a70a-6c23bc2ca9cb&ccId=19000101\\_000001&jobId=923210&lang=en\\_US&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=236728e1-f853-45ca-a70a-6c23bc2ca9cb&ccId=19000101_000001&jobId=923210&lang=en_US&source=EN)

**Key Responsibilities** - Includes but is not limited to the following work activities.

### Project related work (60-70%\*)

- Assemble, manipulate, code, and analyze both quantitative and qualitative data with an emphasis on accuracy
- Conducts statistical analysis with some guidance from senior research colleagues using statistical software
- Use and expand agility with and understanding of the analytical tools that support PPIC's work, and when appropriate share that expertise with the wider PPIC research community
- Consult the research literature, perform searches, prepare bibliographies, abstract source materials, stay informed on developments in the literature
- Collect policy and budget information and stay informed on developments in the policy environment
- Track progress and prioritize activities to meet key deadlines

### Communication Activities (10-20%\*)

- Writing: Draft sections of written research publications, and draft and/or update short products for a PPIC audience, in collaboration with or with guidance from senior research colleagues

- **Public Speaking:** Deliver research presentations to external audiences, typically short and related to specific research projects

### **Engagement Activities (10-20%\*)**

- **Media:** Engagements with the media typically not expected, but gains exposure with senior research colleagues as appropriate
- **Networking and Outreach:** Participate in outreach and engagement, in collaboration with senior research colleagues
- **Funding:** Provide support for funding proposals
- **Institutional Engagement:** Participate in institutional efforts, with guidance from senior colleagues

*\* Percentage of time allocated are provided as general guidelines and may vary throughout the research process and across individuals according to strengths.*

## **QUALIFICATIONS**

**Education:** Bachelor's or master's degree in in criminology, economics, health, political science, public policy, sociology or a related field that includes training in quantitative and qualitative analysis.

**Relevant experience:** Experience conducting policy research and working with large data sets, with advanced knowledge of at least one statistical software package along with outstanding analytical ability. Experience demonstrates the ability to carry out some or all aspects of research projects independently, including but not limited to the quantitative analysis, writing, and project management components of policy research. Demonstrated understanding of at least one policy and preferably in criminal justice policy.

**Computer Skills:** Strong programming skills and knowledge of Stata, SAS, R, Python, or another statistical software program. Knowledge of Microsoft Office 365 and ability to learn other software programs.

**Project Management skills:** Attention to detail and accuracy; strong organization skills to manage complex tasks and verbal instructions, ability to prioritize work effectively and adjust to multiple demands.

**Verbal Communication:** Able to develop clear and concise verbal communications with colleagues across the institute.

**Written Communication:** Able to develop written communications with strong editing abilities and presentation skills.

**Team Orientation:** Ability to work collaboratively with colleagues. A commitment to delivering high quality output in a timely manner to enhance the success of the team and the institute. Able to act with integrity, responsibility, and dependability

**Interpersonal skills:** Strong listening and speaking skills with a problem-solving orientation.

**Initiative:** Able to maintain focus and deal with project-related issues proactively and persistently. Take initiative to continuously improve and adapt positively to change.

PPIC values the wide variety of backgrounds and experiences of our research staff, and key elements in the consideration of qualified candidates include excellence; diversity of talents, backgrounds, and viewpoints; and a strong fit with the institute's mission, values, and goals.

Applications will be considered as they are received, and the position will remain posted until filled. Please tailor your cover letter to highlight how your credentials meet the qualifications listed above.

The budgeted salary range for this position is \$65,000 - \$82,000, dependent on experience. In determining an offer level for a candidate, PPIC considers a variety of factors including but not limited to the specific role and associated responsibilities; internal equity; and a candidate's work experience, education, training, skills and other expertise. In addition to the salary, the role offers a generous benefit package, excellent work environment, and an exciting mission that will inspire you daily! The comprehensive benefits package includes medical, dental, and vision insurance for employee and dependents. PPIC contributes the equivalent of 9% of the salary towards the retirement plan. The organization provides 12 paid holidays and 28 days of PTO annually (PTO balance increases with tenure), and more!