

Specialist (Associate/Full) - Institute for Research on
Labor and Employment - California Policy Lab
University of California Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=250458>

Downloaded On: Dec. 18, 2024 7:00pm

Posted Dec. 16, 2024, set to expire Jan. 13, 2025

Job Title	Specialist (Associate/Full) - Institute for Research on Labor and Employment - California Policy Lab
Department	California Policy Lab
Institution	University of California Berkeley Berkeley, California
Date Posted	Dec. 16, 2024
Application Deadline	01/13/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research Methods/Data Analysis Public Policy & Administration Labor/Industrial Relations Economics - General
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Job Description

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Position overview

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Position title: Associate Specialist, Specialist

Salary range: The UC academic salary scales set the minimum pay determined by rank and step at appointment. See the following table for the current salary scale for this position

https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t24-b.pdf. A reasonable estimate for this position \$73,000 to \$124,000.

Percent time: 100

Anticipated start: January 6, 2025

Position duration: Two (2) years with the possibility of renewal based on funding and performance

Application Window

Open date: December 12, 2024

Next review date: Friday, Dec 27, 2024 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

Final date: Monday, Jan 13, 2025 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

The California Policy Lab (CPL) generates research insights for government impact. Through hands-on partnerships with government agencies, CPL performs rigorous research across issue silos and builds the data infrastructure necessary to improve programs and policies that millions of Californians rely on every day. We work on California's most urgent issues, including homelessness, poverty, criminal justice reform, and education inequality. At its Berkeley site, CPL resides as a center within the Institute for Research on Labor and Employment (IRLE).

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.

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The Specialist joins our team at an exciting moment. CPL has built one of the country's most detailed and important datasets covering the financial status of Californians and Americans. The University of California Consumer Credit Panel (UC-CCP) was launched in 2020 and now hosts dozens of active projects. The Specialist will be our first researcher dedicated to working with these data. The Specialist will manage and implement CPL's work on the UC-CCP, including leading CPL's research using the UC-CCP, consulting with data users about project feasibility and how best to use the data, curating the data, improving the data and its documentation, monitoring data linkages, and overseeing the UC-CCP application process. They will also work with other researchers at CPL to contribute to applied research projects that aim to improve programs and policies in California. The Specialist will report to CPL-Berkeley's Research Director and will work closely with CPL-Berkeley's Executive Director, who created the UC-CCP.

The Specialist will conduct independent quantitative research using the UC-CCP, sometimes linked to other data held by CPL (e.g., to safety net program participation information). The Specialist will publish multiple reports and policy briefs based on this research each year. The Specialist will work with minimal supervision to conceptualize research questions and design; request, receive, and clean data files; create and implement analysis plans; conduct quality assurance reviews; summarize results in documents for both academic and policy audiences; and generate replicability documentation. The Specialist can implement multiple research designs and analysis techniques, including but not limited to randomized control trials, quasi-experimental designs using natural experiments or other such variation, and difference-in-difference and event-study analyses. Further, a successful candidate can lead research projects with small teams, write proposals to support research projects, and ensure timely and high-quality completion of research tasks. The Specialist will mentor other research staff and may supervise other staff over time, though they will start without any direct reports.

Conviction History Background Check:

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.

Department: <https://irle.berkeley.edu/>

Qualifications

Basic qualifications (required at time of application)

Bachelor's degree or equivalent international degree

Additional qualifications

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(required at time of start)

Associate Specialist

Bachelor's degree or equivalent international degree and at least five (5) years of professional experience

OR

Master's degree or equivalent international degree and at least three (3) years of professional experience

Full Specialist

Bachelor's degree or equivalent international degree and at least ten (10) years of professional experience

OR

Master's degree or equivalent international degree and at least eight (8) years of professional experience

OR

PhD or equivalent international degree and at least two (2) years of professional experience.

Preferred qualifications

- Knowledge of credit-bureau data, the credit reporting system, or consumer financial markets.
- Record of independent research and publication, including leading research design and analysis and writing for both academic and policy audiences.
- Experience writing grant proposals, communicating with funders, and managing grant reporting.
- Experience managing research projects in an academic or think-tank environment.
- A commitment to advancing racial equity and inclusion through research and through CPL's internal and external relationships.
- Experience collaborating with government agency partners.
- Knowledge of social science research methods.
- Experience writing research results for both academic and non-academic audiences, including

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translating data into compelling data visualization, including maps, interactive figures, and dashboards.

- Extensive experience in computer programming for statistical analysis, including fluency in data-analysis packages from at least one commonly used programming language like Stata, R, Python, SAS, or SQL.
- Experience working with large and complex datasets, including how to optimize analysis for efficiency.
- Strong interpersonal skills and communication skills.
- Knowledge of data management systems, practices, and standards.
- Strong 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.

Associate Specialist

- Master's degree in economics, sociology, political science, public policy, public health, business, education, or other social science or vocational fields or equivalent experience/training.
- Three or more years of professional experience, including two or more years of relevant post-baccalaureate research experience.

Full Specialist

- Doctorate degree in public policy, economics, statistics, or a related field.
- Five or more years of professional experience, including three or more years of relevant post-baccalaureate research experience.

Application Requirements

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter (Optional)
- Statement of Research (Optional)
- Statement on Contributions to Diversity, Equity, Inclusion, and Belonging - Statement on your contributions to diversity, equity, inclusion, and belonging in research, teaching, and service,

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including information about your record of activities to date, and plans for contributing if hired at UC Berkeley. [More Information and guidelines](#).

- Writing Sample - One or more illustrative examples of the candidate's research - a "job market paper," a manuscript, or other research product suitable to the candidate's field. The candidate should be the primary author.

Reference requirements

- 3-5 letters of reference required

Contact information for 3 professional references

Apply link: <https://aprecruit.berkeley.edu/JPF04707>

Help contact: vpotts@berkeley.edu

About UC Berkeley

UC Berkeley is committed to diversity, equity, inclusion, and belonging. The excellence of the institution requires an environment in which the diverse community of faculty, students, and staff are welcome and included. Successful candidates will demonstrate knowledge and skill related to ensuring equity and inclusion in the activities of their academic position (e.g., teaching, research, and service, as applicable).

The University of California, Berkeley 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.

Please refer to the [University of California's Affirmative Action Policy](#) and the [University of California's Anti-Discrimination Policy](#).

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the [UC Berkeley statement of confidentiality](#) prior to submitting their letter.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local

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government directives may impose additional requirements.

Job location

Berkeley, CA

To apply, visit <https://aprecruit.berkeley.edu/JPF04707>

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

University of California Berkeley

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