Research Manager (7398U) 77569
University of California, Berkeley

Job Title	Research Manager (7398U) 77569
Department	
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Criminology/Criminal Justice
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

About the California Policy Lab 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.

Application Review Date

The First Review Date for this job is: April 24, 2025

Responsibilities

OVERVIEW:

The CPL Research Manager serves as a project manager and relationship manager 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 critical aspects of our engagements, including developing and managing relationships with government partners; coordinating project

teams; helping to prepare reports and presentations; helping to prepare grant applications and reports; and drafting other policy-relevant deliverables. Research Managers manage team meetings, coordinate project permissions, track project deadlines and deliverables, and may coordinate implementation of research designs under PI supervision. Research Managers may also conduct data analyses.

Working closely with CPL's faculty affiliates, the Research Manager is the day-to-day project manager on CPL projects related to the Committee on the Revision of the Penal Code (CRPC) and works closely with the Committee. The ideal Research Manager has demonstrated project management skills, including meeting facilitation, managing project timelines, and communicating with internal and external stakeholders. They have experience using Excel and statistical software, such as Stata, R, or Python. Experience building dashboards and data visualizations using Tableau, PowerBi or similar software is preferred. The Research Manager is able to take initiative and learn new skills quickly. They work well in a team setting and have strong interpersonal and communication skills, both verbal and written. Subject area knowledge of the criminal system and/or criminal justice administrative data is strongly preferred. Prior experience managing IRBs and grants and working with Salesforce or similar content management system is also desirable.

The position will be based at our UC Berkeley offices, with the option of working remotely up to two days per week. The position may require some travel to Sacramento to build and maintain relationships with state government partners. The Research Manager will report to Researcher Alissa Skog and will work closely with Research Director Johanna Lacoe and the other CRPC Principal Investigators, Executive Director Evan White, CPL's research affiliates, and CPL's talented research staff. Key responsibilities of the position include:

- Manages relationship with government partner (CRPC). Relationship management consists of regular engagement and client management, troubleshooting issues, coordinating data access for researchers, and being the main point of contact for those partners at CPL.
- Coordinates CRPC project team, sets deadlines and deliverables, drafts meeting agendas and notes, manages IRB applications, and facilitates successful project completion.
- Works with CRPC Principal Investigators and researchers to support implementation of research studies.
- Co-authors reports, analyses, and other publications for partners, the public, and other audiences. Presents findings to partners and may represent CPL at conferences and external meetings.
- Drafts sections of deliverables and grant proposals in concert with leadership and principal investigators and supports grant reporting tasks.
- Conducts data analysis and creates data visualizations under the guidance of principal

investigators and government partner.

Required Qualifications

- Ability to coordinate project team activities, set deadlines and deliverables, and ensure successful completion.
- Ability to manage relationships with government partners, including regular engagement and client management, troubleshooting issues, and being the main point of contact for those partners at CPL.
- Ability to work with CPL faculty affiliates to support implementation of evaluations of public programs, including randomized control trials (RCTs) and quasi-experiments.
- Ability to coordinate the request, transfer, & analysis of data, with supervision.
- Ability to co-author reports, analyses, and other publications for partners, the public, and other audiences.
- Ability to prepare grant proposals in concert with leadership and principal investigators.
- Ability to take initiative and manage projects with minimal supervision, including strong time management skills and ability to meet tight deadlines.
- Demonstrated commitment to fostering equitable practices, reducing structural barriers, and promoting inclusive environments within programs, policies, or services.
- 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.
- Ability to develop subject-matter expertise at CPL on policy areas related to their portfolio of research projects.
- Bachelor's degree in related area in computer science, economics, sociology, public policy, or other relevant social/mathematical science field or equivalent experience / training.

Preferred Qualifications

- Subject area knowledge of the criminal justice system and/or criminal justice administrative data.
- Experience building dashboards and data visualizations using Tableau or PowerBI (or similar software).
- Experience managing IRBs and grants.
- Experience with Salesforce or similar content management system.
- Master's in public policy, criminology, economics, statistics, or related field, or 2 years of relevant post-baccalaureate work experience.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is $72,600 - $100,800

- This is a 100% full-time (40 hours per week), two year contract position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This position is eligible for up to 40% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

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.

Misconduct Disclosure

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As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

UC Sexual Violence and Sexual Harassment Policy
UC Anti-Discrimination Policy
Abusive Conduct in the Workplace

Equal Employment Opportunity

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, please see the U.S. Equal Employment Opportunity Commission poster.

The University of California's Affirmative Action policy.

The University of California's Anti-Discrimination policy.

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To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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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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