**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**Department of Justice Research Center (Bureau)**

**CRIMINAL JUSTICE RESEARCH AND POLICY PROGRAM**

**CRIMINAL JUSTICE RESEARCH SUPPORT SECTION**

**CALGANG**

**JOB TITLE:** Research Data Analyst (RDA) II

**POSITION NUMBER:** 420-796-5731-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general supervision of the Research Data Supervisor (RD Sup) I, the RDA II performs the more responsible, varied, and complex technical research and statistical work by independently analyzing and responding to research requests pursuant to the Fair and Accurate Gang Database Act 2017 (Assembly Bill 90 Weber 2017) relating to the CalGang database maintained by the Department of Justice (DOJ). The RDA II is responsible for consulting with the larger DOJ CalGang team to complete comprehensive audits, assists with reviewing literature relating to gang activity, liaising with gang research experts, and working with gang suppression experts to ensure evidence-based, best practices are employed in the Department’s work. The RDA II assists management with special projects, such as workload analysis, procedure and legal mandates review, legislative review, special database search requests, and administrative support, as needed. The RDA II works as a part of a larger project team that includes law enforcement agencies, academia, and private research organizations to focus on research and evaluation issues. The RDA II works independently and collaboratively with DOJ legal counsel to review policy regarding the access to criminal history records and information, and advises and provides consultation to management on the best course of action to criminal history requests for information.

**SUPERVISION RECEIVED:**  Reports directly to the RD Sup I.

**SUPERVISION EXERCISED:** May serve as a lead over staff for special projects, as assigned.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods. May be required to lift, carry, or move up to move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular workstation in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

40% Analyze data maintained by the DOJ ensuring statutory compliance with information technology protocols, establishes procedures, policies, security, and legal requirements on the release of criminal justice data. Independently gathers, compiles, and evaluates statistical data and develops unique research design methodologies to best fit the research request. Maintain an analytic database containing information on requests from external and internal requestors to use to meet internal reporting requirements. Conduct sophisticated statistical analysis of criminal justice datasets and produces reports. Provide information from research studies, statistical reports, to internal stakeholders. Provide consultation and make recommendations to management and DOJ legal counsel.

20% Provide oversight for all analysis completed as part of the annual audits which take place three times a year to ensure audits follow the standard protocol outlined. Serve as the liaison between the DOJ Hawkins Data Center and internal researchers ensuring accuracy in the database. Write memos and other correspondence for supervisors, coworkers, and external stakeholders to communicate project status and additional analytical information related to research findings.

20% Analyze DOJ’s general research request procedures, policies, security, legal, and ethical requirements. Maintain documentation of procedures, policies, security and legal requirements. Facilitate any necessary full review meetings to discuss issues with pending requests and resolve any issues pertinent to the area of research such as criminal justice, education, and health. Maintain up-to-date training in the area of human subjects’ ethics research considerations.

20% Provide assistance to management on special projects, such as workload analysis, procedure, and legal mandates review, legislative review, special database search requests, and administrative support, as needed.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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