**DUTY STATEMENT**

**DEPARTMENT OF JUSTICE**

**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**

**DEPARTMENT OF JUSTICE RESEARCH CENTER**

**DEPARTMENT SERVICES PROGRAM**

**SPECIALIZED ANALYTICS**

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

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

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general direction of the Research Data Supervisor (RD Sup) II, and the leadership of the Research Data Specialist (RDS) II, the incumbent will perform a wide range of research and data-related tasks supporting the department’s evaluation of California Law Enforcement Communications System (CLETS) Database usage, per AB 1747. The incumbent will provide data management and maintenance support for the Division’s various research activities, and will develop, implement, maintain, and enhance database protocols. Additionally, the incumbent will acquire, clean, organize and maintain data, conduct basic statistical analyses using the appropriate methodology, and will interpret, summarize, and clearly/concisely communicate findings to support scientific, programmatic, and policy decisions.

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

**SUPERVISION EXERCISED:** None. May act as a lead person for RDA I, Student Assistants, and/or volunteers.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, and work at a desk/computer work station in a professional office environment for an extended period of time and complete assignments within deadlines, and occasionally lift/move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed interior office or cubicle in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**30% Planning:** Identifying and developing methodology, policies, and the resources needed to complete/perform the onsite inspection and review agency use of data, including but not limited to project objectives and purpose(s), data collection methods, and potential analyses regarding data necessary to complete the work outlined in AB 1747. Determine the most effective research methodology given the nature of the study. Researches the construction of requirements that agencies must meet in order to comply with the Department of Justice (DOJ) security policies and the law outlined in AB 1747.

**35%Data Cleaning:** Develop data cleaning protocols, including but not limited to protocols that will systematically detect incorrect and/or missing values within the dataset, and protocols designed to identify outliers. Implement data cleaning protocols to ensure that data is prepared for analysis in a timely manner. Document the protocols utilized and deviations of said protocols during the data cleaning process.

**Data Merging:** Develop data merging protocols. Coordinate the merging of data files into the database upon receipt by the program. Ensure proper formatting, matching criteria are followed, and quality of the data is maintained.

**Analysis*:*** Conducts analytics and evaluating the impact of the users procedures, business processes, and/or policies on compliance and the user's ability to safeguard and responsibly handle the data of DOJ and law enforcement data.

**Data Visualization:**Evaluates alternatives and providing recommendations or suggested approaches to addressing issues and instances of non-compliance found during the onsite inspection.

**20% Communication**: Work effectively and cooperatively with team members, management, and/or clients. Assist with preparing documentation for meetings to discuss the issues found during the onsite inspection with internal and external stakeholders. Provide status updates with verbal and/or written reports of activities and assigned tasks. Identify, document, and advise management on system related problems and make recommendations for the resolution of those problems. Evaluate alternatives and provide recommendations or suggested approaches to addressing issues and instances of non-compliance found during the onsite inspection.

**10% Presentation of Results:** Prepares inspection and evaluation reports to present to internal and external stakeholders.Develop summaries, reports, and/or pictographic representations of analytical results. Prepares presentations to management, including potential limitations, implications, and impact the results may have.

**5% Marginal Functions:** Participate in special projects as needed. Consult on projects 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.* (Refer to the Essential Functions Health Questionnaire, STD 910).

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Employee Signature Date Supervisor Signature Date