

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
DEPARTMENT OF JUSTICE RESEARCH CENTER
SOCIAL JUSTICE RESEARCH AND POLICY PROGRAM
CONSUMER PROTECTIONS

JOB TITLE: Research Data Specialist (RDS) II

POSITION NUMBER: 420-796-5758-003

INCUMBENT:

STATEMENT OF DUTIES: The Research Data Specialist (RDS) II in the Department of Justice Research Center (DOJRC), Social Justice Research and Policy Program, Consumer Protections will independently perform a broad range of expert research, analytical, and consultative duties in support of the work of the program, including but not limited to: design and conduct complex economic studies and analyses; serve as consulting expert to departmental staff, and federal and other state agencies; advise DOJRC staff regarding economic theories of case and impact on potential monetary recoveries; prepare a variety of reports and memoranda; advise and consult on legislative or other policy issues as they relate to subject area expertise, and other duties as necessary. Work will regularly be of a complex nature requiring subject matter knowledge well above the journey level in areas including economics, industrial organization, and mathematics.

SUPERVISION RECEIVED: Reports directly to the Research Data Supervisor II.

SUPERVISION EXERCISED: None.

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: Office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

60% Design and conduct the more complex statistical studies needed in certain cases to measure economic variables such as market concentration, market definition, or damages incurred. Advise attorneys on the form and substance of data necessary to make conclusive studies, and evaluate data sets and evidence available in particular cases to determine the appropriate model to apply. Utilize the above work to advise attorneys on the economic factors influencing this office's decisions to file litigation, demand divestitures in merger reviews, and accept financial offers for settlement and damages recoveries. Represent the section's opinion on economic matters to Enforcement staff in other State and Federal agencies, and work with other economists to develop theories and

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recommendations. Participate in various interviews, meetings and negotiations to provide feedback and advise to attorneys. Draft reports, memoranda and correspondence.

15% Work with testifying experts to provide necessary information and feedback for consultation, written reports and testimony. Provide feedback to attorneys on same. Review and analyze the methodologies and findings of outside experts for attorneys, and develop responses. Provide consultative and advisory services related to subject matter expertise to departmental management, and other government entities as needed.

15% Conduct and/or advise section staff on special projects requiring advanced skills in areas such as accounting, database development and software implementations including but not limited to: case management, document review and management, cost estimation, settlement administration and implementation. Assist case attorneys in the drafting of various legal documents including consent decrees, settlement agreements, complaints and other documents where economic theories and facts are discussed.

MARGINAL FUNCTIONS:

10% As needed, liaison with other units on administrative issues, provide back-up to other paralegal and analyst staff on regular section workload.

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).

Employee's Signature	Date	Supervisor's Signature	Date
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