

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**DEPARTMENT OF JUSTICE RESEARCH CENTER**  
**SOCIAL JUSTICE RESEARCH AND POLICY PROGRAM**  
**CANNABIS**

**JOB TITLE:** Research Data Specialist (RDS) I

**POSITION NUMBER:** 420-796-5742-001

**INCUMBENT:**

**STATEMENT OF DUTIES:** Under general direction of the Research Data Supervisor (RD Sup) II, the incumbent will perform a wide range of advanced research and data-related tasks. 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 conduct 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 and may receive direction from the Research Data Specialist II.

**SUPERVISION EXERCISED:** None. May act as lead over Research Analysts I/II, 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 in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**50% Research**

***Planning:*** Develop research plans, including but not limited to: project objectives and purpose(s), data collection methods, and potential analyses regarding trends in prison population, offender recidivism, and crime rate data. Provide suggested appropriate methodology.

***Data Cleaning:*** Propose 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 as they are received by the program into the database. Ensure proper formatting, matching criteria are followed, and quality of the data is maintained.

**Analysis:** Conduct the more advanced and complex statistical analyses using SPSS, SAS, and/or Excel.

**30% Communication**

Work effectively and cooperatively with team members, management, and/or clients. Build and maintain a working rapport with clients throughout California. 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. Conduct regular and frequent communications with the team, management and clients.

**15% Presentation of Results**

Develop summaries, reports, and/or pictographic representations of analytical results. In coordination with the Research Program Specialist II, the incumbent will present findings 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).*

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date