

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
DEPARTMENT OF JUSTICE RESEARCH CENTER (BUREAU)
CRIMINAL JUSTICE RESEARCH AND POLICY PROGRAM
RACIAL AND IDENTITY PROFILING ACT

JOB TITLE: Research Data Specialist (RDS) I

POSITION NUMBER: 420-736-5742-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Research Data Supervisor (RD Sup) I in the Criminal Justice Research and Policy Program, the RDS I is responsible for developing, implementing, maintaining, and enhancing protocols for the statistical analysis of data collected under the Racial and Identity Profiling Act of 2015 (the Act). The incumbent periodically serves as the lead for Research Data Analyst (RDA) classifications. The RDS I provides assistance as a subject matter expert on quality control procedures and advanced statistical methods, as well as assists with the production of reports and publications. The RDS I is also responsible for independently conducting complicated studies requiring advanced research and statistical techniques.

SUPERVISION RECEIVED: Reports directly to the RD Sup I.

SUPERVISION EXERCISED: May act as a lead for RDA and student assistant classifications.

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

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

ESSENTIAL FUNCTIONS:

30% Analyze and monitor trends in law enforcement stop data. Use statistical software to independently prepare reports that assist the department's implementation of the Act. Develop and utilize advanced research methodology and techniques. Use all available local, state, and national data to collect new data sets. Research studies address such complex issues such as trends in law enforcement officer stop data, statistically significant relationships, and the impact of policies and laws.

30% Develop, implement, maintain, and enhance protocols for the quality control of the data collected under the Act. Has primary responsibility for assuring that the protocols are fully documented. Act as a subject matter expert for advanced statistical testing. Draw samples for analysis and validation.

Duty Statement
RDS I – CJIS/DOJRC/CJRPP/RIPA

- 15% Contribute to the development of the mandated publications, assist in other statistical analyses, and conduct oral presentations as required. Prepare responses to requests for information and analyses related to stop data from departmental administrators, external agencies, and others outside the Department.
- 15% Maintain awareness of subject matter in the criminal justice community, including research findings, research design, and statistical analysis. May assist as a consultant to internal and external stakeholders. Work independently and as part of a larger research team on projects. Attend meetings with management to discuss the development and progress of research projects and to provide research knowledge relevant to program and policy development.
- 10% Work with staff and managers to develop or update policies and procedures for section functions and implementation of the Act. Participate in user acceptance testing of the new stop data collection system, public web portal, and tools for statistical analyses, and report defects to ensure resolution.

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

Employee Signature Date

Supervisor Signature Date