

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
DEPARTMENT OF JUSTICE RESEARCH CENTER
SOCIAL JUSTICE RESEARCH AND POLICY PROGRAM
TAX RECOVERY IN THE UNDERGROUND ECONOMY**

JOB TITLE: Research Data Specialist (RDS) II

POSITION NUMBER: 420-796-5758-006

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general direction of the Research Data Supervisor (RD Sup) II, the incumbent will independently perform a wide range of advanced research and data related analysis. The incumbent will complete data mining and data analysis through the use of relational databases that provide insurance, employment, education, and tax data. Additionally, the incumbent will analyze data to identify patterns, trends, and interpret the data to discover solutions and opportunities and communicate findings to stakeholders using visualization and other means and provide data management and maintenance support for the Division's various research activities, particularly the Tax Recovery in the Underground Economy program, and will create, implement, maintain, and enhance database protocols. Additionally, the incumbent will conduct advanced statistical analyses determining the appropriate methodology, and will interpret, summarize, and clearly/concisely communicate findings to support scientific, programmatic, and policy decisions. The incumbent will serve as a prime resource for management in the subject matter area.

SUPERVISION RECEIVED: Reports directly to the RD Sup II.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

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

ESSENTIAL FUNCTIONS:

50% Research

Planning: Designs research plans including, but not limited to, project objectives and purposes, data collection methods, and potential analyses regarding trends in prison population, offender recidivism, and crime rate data as a prime resource. Determines the most effective research methodology given the nature of the study where changes are being implemented and a body of knowledge or experience does not exist.

Data Cleaning: Designs and develops 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. Designing and directing data cleaning protocols to ensure that data is prepared for analysis in a timely manner. Documents the protocols utilized and

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deviations of said protocols during the data cleaning process.

Data Merging: Develops new data merging protocols. Coordinates the merging of data files as they are received by the program into the database. Ensures proper formatting, matching criteria are followed, and quality of the data is maintained.

Analysis: Conducts the more advanced and complex statistical analyses using Statistical Package for the Social Sciences, Statistical Analysis System, and/or Excel.

30% Communication

Identifies, documents, and advises management on system related problems and makes recommendations for the resolution of those problems. Conducts regular and frequent communications with the team, management, and clients.

Works effectively and cooperatively with team members, management, and/or clients as the subject matter expert to build and maintain a working rapport with clients throughout California regarding complex research projects. Provides status updates with verbal and/or written reports of activities and assigned tasks.

15% Presentation of Results

Develops summaries, reports, and/or pictographic representations of analytical results. Presents findings to management, including potential limitations, implications, and impact the results may have. Provides recommendations for future studies.

5% Marginal Functions

Participates in special projects as needed. Consults 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