

DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
DEPARTMENT OF JUSTICE RESEARCH CENTER (BUREAU)
CRIMINAL JUSTICE RESEARCH AND POLICY PROGRAM
CRIMINAL JUSTICE RESEARCH SUPPORT SECTION
REPARATIONS

JOB TITLE: Limited Term Research Data Specialist (RDS) I

POSITION NUMBER:

INCUMBENT:

STATEMENT OF DUTIES: Under general direction of the Research Data Supervisor (RD Sup) I in the Criminal Justice Research Support Section, the RDS I performs a wide range of advanced research and data-related tasks relating to the topic of reparations for African Americans in California in support of AB 3121: Task Force to Study and Develop Reparations Proposals for African Americans. The incumbent provides data collection and management support for the Department's AB 3121-related research activities. The RDS I conducts qualitative and quantitative analyses using the appropriate methodology, and interprets, summarizes, and clearly/concisely communicates findings to support the Task Force in making evidence-based, programmatic, and policy decisions.

SUPERVISION RECEIVED: Reports directly to the RD Sup I and may receive direction from the RDS II.

SUPERVISION EXERCISED: May act as lead over Research Data Analysts I/II, Student Assistants, and/or volunteers.

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:

50% **Research.**

Planning: Develop research plans including, but not limited to, the areas of project objectives and purpose(s), data collection methods, and potential analyses regarding trends in social, physical, and economic disparities in the treatment of and opportunities afforded to African Americans. 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

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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 Statistical Package for the Social Sciences, Statistical Analysis System, 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 consultant, present findings to Department management and the Task Force, including potential limitations, implications, and impact the results may have.

MARGINAL FUNCTIONS:

5% 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.

Employee Signature

Date

Supervisor Signature

Date