

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

JOB TITLE: Research Data Supervisor (RD Sup) II

POSITION NUMBER: 420-796-5737-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: The Research Data Supervisor (RD Sup II) is responsible for the full range of oversight, administrative and staff support functions for the Social Justice Research and Policy Branch (SJRPB). The incumbent plans, organizes, and directs activities of staff in the daily operation of the SJRPB, which includes developing, implementing, and managing program and staff priorities. This position develops and makes recommendations to the bureau and division regarding proposed policy and procedure changes related to the research and data request process.

SUPERVISION RECEIVED: Under general direction of the Research Center Director.

SUPERVISION EXERCISED: Directly supervises Research Program Specialists, Research Analysts, and Student Assistants.

TYPICAL PHYSICAL CONDITIONS: Ability to travel. May be required to sit at a computer terminal while performing research and other duties for extended periods of time. Ability to lift, carry, and/or move up to twenty (20) pounds with a cart.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS

40% Provides supervision and direction to staff responsible for conducting research on data relating to tax evasion in the underground economy pursuant to the Tax Recovery and Criminal Enforcement (TRaCE), and other related research projects and portfolios. Ensures statistical methods, hypothesis testing and various analyses used are relevant and accurate and communicates best practices and industry standards to research staff. Drafts, and serves as initial review and initial approval of reports to ensure that legal, security, privacy and ethical concerns have been evaluated and addressed prior to their publication and released outside of the Research Center.

20% Conducts outreach with local and state public safety partners, community organizations and research entities for the purpose of identifying and fostering opportunities to collaborate on research projects with the support of grant funds. Creates and conducts presentations to share research and reports to executive leadership as well as external organizations.

- 20% Oversees staff assigned to the TRaCE and other research projects, provides insight on key decisions related to the collection of data. Works closely with the TRaCE teams within the Department to respond to issues related to the analysis and reporting of stop data.
- 10% Oversees staff that prepare, review, approve, and monitor grant and special funding applications. Reviews and approves mandated grant reports and deliverables, ensures timely submission, and tracks and resolves authority issues.
- 10% Evaluates and trains subordinate staff; assigns and reviews work projects; prepares annual performance appraisals and probation reports; oversees personnel matters including recruitment, hiring, reasonable accommodation, grievances and corrective actions; initiates and/or recommends personnel actions as necessary to correct inappropriate behavior; ensures that duties, responsibilities, authority and accountability of all direct subordinates are defined and understood.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee Signature

Date

Supervisor Signature

Date