

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
OFFICE OF GENERAL COUNSEL  
OFFICE OF INFORMATION SECURITY & RESEARCH SERVICES  
RESEARCH SERVICES  
COMMUNITY, HEALTH, AND ENVIRONMENTAL  
RESEARCH SECTION  
SOCIAL JUSTICE RESEARCH SUPPORT**

**JOB TITLE:** Research Data Analyst (RDA) II

**POSITION NUMBER:** 420-948-5731-XXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general supervision of the Research Data Supervisor (RD Sup) I, the incumbent will perform research and data analytics, with an emphasis on issues that affect marginalized communities to support the Department's various research activities and mandated reports. The incumbent will collaborate with management and research specialists to determine the appropriate research methodology, collect and manage data using appropriate technology and security protocols, conduct statistical analyses to identify patterns, trends, and interpret the data to support recommendations; communicate findings to management, project leads, and internal stakeholders orally and in writing and create data visualizations to facilitate comprehension; summarize and clearly/concise communicate findings to support scientific, programmatic, and policy decisions.

The incumbent will be responsible for collaborating with management and research specialists to design and execute research projects. The incumbent will be responsible for interfacing with management on research issues.

**SUPERVISION RECEIVED:** Reports directly to the RD Sup I and may receive direction from Research Data Specialist I/II lead researchers.

**SUPERVISION EXERCISED:** None. May act as lead over 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 move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment in California. At the office, an enclosed windowed office with a smoke-free environment. May be required to sit at a computer terminal while performing research and other duties up to eight hours a day. Travel to designated offices may be required.

## ESSENTIAL FUNCTIONS:

### 45% Research

**Planning:** Collaborate with management and research specialists to develop data collection methods, and potential analyses regarding issues that affect marginalized communities. Determine the most effective research methodology given the nature of the study and the current empirical research.

**Data Collection & Management:** Determine data sources and availability. Collect or extract data using a variety of established methods. Collaborate with management and research specialists to develop data cleaning protocols, including but not limited to protocols that will systematically detect incorrect and/or missing values within the dataset and outliers, and data merging protocols. Implement data cleaning protocols to ensure that data is prepared for analysis in a timely manner. Document the protocols utilized during the data cleaning process. Ensure proper formatting, matching criteria are followed, and quality of the data is maintained. Ensure data is accessed and stored using Departmental data handling security protocols and best practices.

**Analysis & Interpretation:** Conduct basic and advanced descriptive and inferential statistical analyses using R statistical software and/or Excel or other software. Identify patterns and trends in data. Interpret results and identify limitations. Conduct qualitative analysis.

### 30% Communication & Collaboration

Work effectively and cooperatively with team members and management. Build and maintain a working rapport with colleagues throughout the Department. Provide status updates with verbal and/or written reports of activities and assigned tasks. Identify, document, and advise management on system related problems and makes recommendations for the resolution of those problems. Conduct regular and frequent communications with the team and management.

**20% Writing & Presentations:** Collaborate with management and research specialists to write professional memos, reports and research briefs and other documents in a timely fashion and tailored to the audience. Develop summaries, memos, reports, and/or pictographic representations of research and analytical results. In coordination with the supervisor, the incumbent will present findings to management and stakeholders, including potential limitations, implications, and impact the results may have. Provide recommendations for policy and process changes based on findings.

**5% Marginal Functions:** Participate in special projects as needed. Consult on projects as needed.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature      Date

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Supervisor's Signature      Date