



## Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legislation, Regulation, and Policy	Research Data Specialist III - LT	326-XXX-XXXX-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Policy Unit		
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under general direction of the Assistant Deputy Director of Research and Policy, the Research Data Specialist III is responsible for a wide range of highly advanced, complex research and data analysis tasks of the Department. The incumbent will draw broadly across research disciplines to scope, conduct, and manage a variety of literature reviews and complex research tasks using the appropriate methodology, including qualitative and advanced quantitative research methods. This position functions as a Senior Subject Matter Expert in social science research design, data analytics, and evidence-based policy formulation. The incumbent will be an excellent communicator and excel at synthesizing and interpreting research and data to develop novel insights and actionable, evidence-based policy recommendations. The incumbent will advise executive staff and public officials on complex research projects and studies. Potential research topics will be driven primarily by the needs of the Civil Rights Department, the Commission on the State of Hate, and the Civil Rights Council. Potential research topics include, but are not limited to, analysis of hate crime data, best practices for preventing and responding to hate activity, housing and employment discrimination, and civil rights. Specific responsibilities include but are not limited to the essential functions described below.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p><b><i>Information Synthesis and Literature Reviews.</i></b> Independently compile, evaluate, and summarize highly complex information, research, and data to summarize what is known about a topic, evaluate the limitations and gaps in what is known, identify opportunities for future research, and develop evidence-based recommendations for the Department, the Commission on the State of Hate, and the Civil Rights Council. Information syntheses and literature reviews will draw on a variety of academic fields, including sociology, psychology, political science, economics, and law. Information syntheses and literature reviews will also draw on research published outside of academia, including from advocacy groups and public agencies. Information syntheses include, but are not limited, to reviews of academic research; laws, policies, and regulations; and data and research related to laws, policies, and regulations.</p>	
30%	<p><b><i>Empirical research.</i></b> <i>Planning and research design:</i> Independently develop and direct complex research plans that include, but are not limited to, the scope and parameters of a research project, key research questions, data collection methods, data analysis plans, and deliverables. Research methods include, but are not limited to, qualitative and quantitative social science research methods, such as in-depth interviews, content analyses, and survey research. Potential research projects are broadly defined and include, but are not limited to, empirical social science studies, program evaluations, policy evaluations, and case studies. Design research instruments, such as surveys and interview guides, and/or collaborate with external research partners.</p>	



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	<p><i>Data analysis.</i> Independently gather, prepare, structure, analyze and/or synthesize complex data and forecast trends. Develop innovative approaches for obtaining or collecting data. Analysis methods include qualitative data analysis and quantitative statistical analyses.</p> <p><i>Monitor research.</i> Monitor academic research journals across disciplines for relevant research. Maintain a database of existing research. Identify and build relationships with external researchers and organizations.</p>
15%	<p><b>Presentation of Results, Writing, and Recommendations.</b></p> <p>Define and develop clear written and visual summaries and reports of analytical results, including authoring sections in the Commission on the State of Hate's Annual Report. Deliver clear and engaging presentations of preliminary findings and final results to stakeholders, including executive staff and public officials. Draw on conclusions from research studies and literature reviews to develop, and clearly articulate, evidence-based recommendations, including, but not limited, policy recommendations, recommendations for interventions, and recommendations for future research. Regularly advise Department executive staff and public bodies on policy recommendations. Understand and articulate the limitations of research and data, as appropriate. Develop visualizations of findings.</p>
10%	<p><b>Communication.</b></p> <p>Work effectively and cooperatively with team members, management, and external partners. 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.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
5%	Participate in unit, divisional, and Department meetings and events
5%	Other duties as assigned
<b>DESIRABLE QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>Ability to synthesize complex information, including research and qualitative and quantitative data, to clearly communicate findings</li> <li>Ability to design and conduct social science research studies using qualitative and quantitative methods</li> <li>Ability to objectively understand and articulate limitations in research and data</li> <li>Ability to prioritize research projects by evaluating their feasibility and potential for impact</li> <li>Ability to develop clear, actionable, policy recommendations informed by research efforts</li> <li>Experience managing and conducting research on civil rights and hate</li> <li>Excellent writing and editing abilities</li> <li>Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner</li> <li>Ability to establish and maintain cooperative professional relationships</li> <li>Ability to operate a computer and knowledge of Excel, Word, and at least one statistical software program, such as R, Stata, or SPSS.</li> <li>Ability to prepare written documents and accurate detailed reports clearly and concisely</li> <li>Ability to work effectively in a remote environment</li> </ul>	



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### TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively handle stress and work in a noisy and fast paced environment.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional travel to meetings and other events.

### TELEWORK DESIGNATION:

This position is designated as telework eligible-hybrid.

### SPECIAL REQUIREMENTS:

Incumbent routinely works with sensitive and confidential issues and/or documents and is always expected to maintain the privacy and confidentiality of such issues and/or documents. The incumbent must also exercise a high degree of initiative, sound judgment, and creativity in performing tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy must always be demonstrated.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.**

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

### EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE



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Legislation, Regulation, and Policy	Research Data Specialist II - LT	326-XXX-XXXX-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Policy Unit		
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
<b>POSITION DESCRIPTION</b>		
Under general direction of the Assistant Deputy Director of Research and Policy, the Research Data Specialist II is responsible for a wide range of advanced research and complex data analysis tasks of the Department. The incumbent will draw broadly across research disciplines to conduct and manage a variety of literature reviews and research tasks using the appropriate methodology, including qualitative and quantitative research methods. The incumbent will be an excellent communicator and excel at synthesizing and interpreting research and data to develop novel insights and actionable, evidence-based policy recommendations. Potential research topics will be driven primarily by the needs of the Civil Rights Department, the Commission on the State of Hate, and the Civil Rights Council. Potential research topics include, but are not limited to, analysis of hate crime data, best practices for preventing and responding to hate activity, housing and employment discrimination, and civil rights. Specific responsibilities include but are not limited to the essential functions described below.		
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<b>ESSENTIAL FUNCTIONS:</b>		
%	TASK/DUTIES:	
35%	<b>Information Synthesis and Literature Reviews:</b> Independently compile, evaluate, and summarize complex information, research, and data to summarize what is known about a topic, evaluate the limitations and gaps in what is known, identify opportunities for future research, and develop evidence-based recommendations for the Department, the Commission on the State of Hate, and the Civil Rights Council. Information syntheses and literature reviews will draw on a variety of academic fields, including sociology, psychology, political science, economics, and law. Information syntheses and literature reviews will also draw on research published outside of academia, including from advocacy groups and public agencies. Information syntheses include, but are not limited, to reviews of academic research; laws, policies, and regulations; data and research related to laws, policies, and regulations; and reviews of case law.	
30%	<b>Empirical Research:</b> <i>Planning and research design:</i> Independently develop and direct complex research plans that include, but are not limited to, the objectives of a research project, key research questions, data collection methods, data analysis plans, and deliverables. Research methods include, but are not limited to, qualitative and quantitative social science research methods, such as in-depth interviews, content analyses, and survey research. Potential research projects are broadly defined and include, but are not limited to, empirical social science studies, program evaluations, policy evaluations, and case studies.  <i>Data analysis:</i> Independently gather, prepare, structure, analyze and/or data. Research methods include, but are not limited to, qualitative and quantitative social science research methods, such as in-depth	



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	<p>interviews, content analyses, and survey research. Analysis methods include qualitative data analysis and quantitative statistical analyses.</p> <p><i>Monitor research:</i> Monitor academic research journals across disciplines for relevant research. Maintain a database of existing research. Identify and build relationships with external researchers and organizations.</p>
15%	<p><i>Presentation of Results, Writing, and Recommendations:</i></p> <p>Define and develop clear written and visual summaries and reports of analytical results, including authoring sections in the Commission on the State of Hate's Annual Report. Deliver clear and engaging presentations of preliminary findings and results to stakeholders. Draw on conclusions from research studies and literature reviews to develop, and clearly articulate, evidence-based recommendations, including, but not limited to, policy recommendations, recommendations for interventions, and recommendations for future research. Understand and articulate the limitations of research and data, as appropriate. Develop visualizations of findings.</p>
10%	<p><i>Communication:</i></p> <p>Work effectively and cooperatively with team members, management, and external partners. 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.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>DESIRABLE QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>• Ability to synthesize complex information, including research and data, to clearly communicate findings</li> <li>• Ability to design and conduct social science research studies using qualitative and quantitative methods</li> <li>• Ability to objectively understand and articulate limitations in research and data</li> <li>• Ability to prioritize research projects by evaluating their feasibility and potential for impact</li> <li>• Ability to develop clear, actionable, policy recommendations informed by research efforts</li> <li>• Excellent writing and editing abilities</li> <li>• Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner</li> <li>• Ability to establish and maintain cooperative professional relationships</li> <li>• Ability to operate a computer and knowledge of Excel, Word, and at least one statistical software program, such as R, Stata, or SPSS.</li> <li>• Ability to follow oral and written instruction and established procedures</li> <li>• Ability to prepare written documents and accurate detailed reports clearly and concisely</li> <li>• Ability to multitask and manage multiple impending deadlines</li> <li>• Ability to work effectively in a remote environment</li> <li>• Excellent organizational skills</li> </ul>	
<b>TYPICAL WORKING CONDITIONS:</b>	



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