

**DUTY STATEMENT  
DEPARTMENT OF JUSTICE  
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION  
JUSTICE DATA AND INVESTIGATIVE SERVICES BUREAU  
JUSTICE DATA AND AUDITING BRANCH  
CRIMINAL JUSTICE STATISTICS CENTER  
TRIBAL DATA SECTION**

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

**POSITION NUMBER:** 420-967-5731-901-XXXX

**INCUMBENT:** Vacant

**STATEMENT OF DUTIES:** Under general supervision of the Staff Services Manager (SSM) I, the RDA II performs research and statistical work in the Criminal Justice Statistic Center (CJSC). The RDA II plans and produces CJSC publications and responses to information requests specific to tribal agency submissions. The RDA II will be expected to identify necessary data as required for AB 31 - Tribal Police Pilot Program, summarize the data with appropriate statistical techniques, and present the information orally and/or in writing. Assignments may be given in minimum to moderate detail, and the RDA II will need to exercise their judgment to develop and implement the project.

**SUPERVISION RECEIVED:** Reports directly to the SSM I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry, or 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 or temporary sites, such as meetings on tribal lands, may be required.

**ESSENTIAL FUNCTIONS:**

35% Performs statistical analyses on data from different datasets submitted by tribal law enforcement agencies for publications. This includes creation of tables and charts that will be used in the statutorily mandated publications; assists to conceptualize a publication; establishes and maintains cooperative, professional working relationships with staff of the Department, tribal law enforcement agencies and other organizations; and ensures full completion of assigned publications.

35% Performs necessary quality assurance checks on data from different datasets submitted by

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tribal law enforcement agencies, which include the following CJSC data types on; arrests, anti-reproductive rights crimes, arson, crimes, clearances, hate crimes, homicides, law enforcement officers killed or assaulted, use of force incidents, domestic violence related calls for assistance, and death in custody. Organizes and summarizes the data with appropriate statistical techniques and prepares graphical and written presentations of the findings in annual reports and the publication of data on the department's OpenJustice portal.

- 20% Acts as a liaison and represents the CJSC at meetings and discussions with the Bureau/Programs within the Department and external partners related to tribal agency statistical data submissions.
- 5% Uses available local, state, and national criminal justice data to respond to information requests from the Attorney General, law enforcement agencies, and other external entities. Independently determines what data is needed to respond to the request, extracts the data from departmental information systems, and analyzes and summarizes the data. Develops expertise on assigned databases to extract data for customized statistical reports as requested.
- 5% Assists the SSM I and SSM II to implement existing and proposed criminal justice programs, policies, and laws. Attends conferences, meetings, and training, as requested.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without 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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*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee's Signature

Date

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Supervisor's Signature

Date