

DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
OFFICE OF INFORMATION SECURITY & RESEARCH SERVICES
RESEARCH SERVICES
COMMUNITY, HEALTH, & ENVIRONMENTAL RESEARCH SECTION
RESEARCH AND DATA ACCESS REQUESTS

JOB TITLE: Research Data Analyst (RDA) II

POSITION NUMBER: 420-063-5731-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the direct supervision of the Research Data Supervisor (RD Sup) II/I, the RDA II performs the more responsible, varied, and complex technical research and statistical work by independently analyzing and responding to research requests pursuant to Penal Code Section 13202 for criminal history records maintained by the Department of Justice (DOJ) ensuring that security, legal, and human subjects ethical requirements are met for the release of criminal history records and/or datasets to the requestor to improve public safety and equity in the justice system. The RDA II is responsible for working with management on special projects such as workload analysis, procedure and legal mandates review, legislative review, special database search requests, and administrative support, as needed. The RDA II works as part of a larger project team that includes law enforcement agencies, academia, and private research organizations to focus on research and evaluation issues. The RDA II works independently and collaboratively with DOJ legal counsel to review policy regarding the access to criminal records and information, and advises and provides consultation to management on the best course of action to criminal history requests for information. The RDA II is responsible for maintaining appropriate documentation, independently make updates to program documentation, and is responsible for continued program process improvement.

SUPERVISION RECEIVED: Reports directly to the RD Sup II/I. May receive guidance from Research Data Specialists I/II.

SUPERVISION EXERCISED: May serve as a lead over staff for special projects, as assigned.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a desk/computer workstation in a professional environment for extended periods of time and complete assignments within deadlines. 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. At the office, an enclosed windowed office and 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 will be required.

ESSENTIAL FUNCTIONS:

- 40%** Analyze and respond to research requests for Criminal Offender Record Information (CORI) and other DOJ databases (e.g. CURES) maintained by the DOJ ensuring statutory compliance with information technology protocols, established procedures, policies, security, and legal requirements on the release of criminal justice data. Independently review staff analysis of applications and make recommendations to management.

Maintain an analytic database containing information on requests from external and internal requestors to use to meet internal reporting requirements. Provide information from research studies, statistical reports, and other sources to internal and external requestors of the DOJ collected data. Respond to ad-hoc data requests from internal and external requestors. Evaluate requests based on proposed methodology, statistical analyses, and general research principles for their accuracy and compliance with DOJ standards. Provide consultation and make recommendations to management and DOJ legal counsel. Serve as the lead and direct point of contact for management on status of applications, data transfers, and close out projects. Collaborate with management and research specialists to implement analyses regarding reidentification risk.
- 20%** Provide oversight for all active research requests ensuring on-going compliance with DOJ procedures, policies, and security and legal requirements. Ensure that all active researchers are on the clearance log. Follow up with clients to ensure that data associated with completed research projects has been appropriately destroyed, per CJIS security requirements. Serve as the liaison between the requesting research entity and the DOJ Hawkins Data Center ensuring that requesting research entities receive the appropriate data for which they have been approved. Write memos and other correspondence for supervisors, coworkers, and external stakeholders to communicate project status and additional analytical information related to research requests. Facilitate meetings to discuss information that is necessary for program research and/or to resolve issues pertinent to the area of research.
- 20%** Analyze DOJ's CORI and other general research request procedures, policies, security, legal, and ethical requirements. Maintain documentation of procedures, policies, security and legal requirements. Facilitate any necessary full review meetings to discuss issues with pending requests and resolve any issues pertinent to the area of research such as criminal justice, education, and health. Maintain up to date training in the area of human subjects' ethics research considerations. Oversee and review the production of reports for the Department, Legislative, or other stakeholders. Identify and conduct descriptive statistics using R or Excel for use in studies.
- 15%** Provide assistance to management on special projects, such as workload analysis, procedure and legal mandates review, legislative review, special database search requests, and administrative support, as needed. Draft concept papers to explain an issue or need for change to existing processes, procedures, or methodology. Conduct process and outcome evaluations of departmental programs and operations to guide

future program development. Make program and policy related recommendations based on findings from studies in order to propose new database searches or address questions or concerns.

5% Other duties as assigned.

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.

Employee Signature

Date

Supervisor Signature

Date