

DUTY STATEMENT
DEPARTMENT OF JUSTICE
OFFICE OF GENERAL COUNSEL
OFFICE OF INFORMATION SECURITY & RESEARCH SERVICES
RESEARCH SERVICES BRANCH
CRIMINAL JUSTICE RESEARCH SECTION
POLICE PRACTICES RESEARCH SUPPORT

JOB TITLE: Research Data Specialist (RDS) I

POSITION NUMBER: 420-796-5742-008

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general direction of the Research Data Supervisor (RD Sup) I, the Research Data Specialist (RDS) I will conduct advanced research and data analytics, with an emphasis on police practices and analysis of data collected under the Racial and Identity Profiling Act of 2015, to support the Department's various research activities and mandated reports.

The RDS I keeps themselves informed of relevant extant empirical research, determines the appropriate research methodology, collects and manages data using appropriate using appropriate data analytics programs (e.g., R, Python, SQL, geographic information system (GIS) software, qualitative analysis software, survey data collection software, etc.) and establish security protocols, conducts basic and intermediate statistical analyses to identify patterns, trends, and interpret the data to discover solutions and support recommendations; communicate findings to stakeholders orally and in writing and create data visualizations to facilitate comprehension; summarize and clearly/concisely communicate findings to support scientific, programmatic, and policy decisions.

SUPERVISION RECEIVED: Reports directly to the RD Sup I and may receive direction from the RD Sup II, the Research Data Specialist II, Research Data Specialist III, or Branch Director.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a desk/computer workstation in a professional office environment for an extended period of time and complete assignments within deadlines, and occasionally.

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:

40% Research

Planning: Develop research plans, including but not limited to, project objectives and purpose(s), data collection methods, and potential analyses regarding trends in police practices and law enforcement stop data. The RDS I assists in determining the most effective research methodology given the nature of the study and the current empirical research, and creates deliverables schedules.

Data Collection & Management: Assists in developing data sources and determining availability for projects, primarily focusing on less established and complex datasets. Collects or extracts data using a variety of predefined methods and contributes to the development of basic or intermediate data. Develop data cleaning protocols, including but not limited to protocols that will systematically detect incorrect and/or missing values within the dataset, identify outliers, and merge less complex datasets (e.g., datasets from a single source with minimal need for variable transformation or integration). 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. Develop data merging protocols. Coordinate the merging of data files as they are received. 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: Conducts basic and intermediate descriptive and inferential statistical analyses (e.g., bootstrap tests, ANOVA, simple regression, and non-parametric tests) using R statistical software and/or Excel or other software. Conducts geospatial analysis by applying basic and intermediate mapping and spatial techniques, such as thematic maps and visualizing spatial distributions. Conducts qualitative analysis by applying basic and intermediate techniques, such as identifying themes, categorizing responses, assessing the frequency of items across datasets, and supporting data triangulation. Identifies patterns and trends in data, interprets results, and identifies limitations as a member of a team.

30% **Communication & Collaboration:** Work effectively and cooperatively with team members and management. Build and maintain a working rapport with clients 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 make recommendations for the resolution of those problems. Conduct regular and frequent communications with the team and management.

25% **Writing & Presentations:** Write professional proposals, policy papers, 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 RDS I presents findings to management and stakeholders, including potential limitations, implications, and impact the results may have. Provide recommendations for policy

Duty Statement:

RDS I – OGC/ISRS/RSB

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.

Employee Signature Date

Supervisor Signature Date