

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CIVIL RIGHTS ENFORCEMENT SECTION
DUTY STATEMENT**

NAME: Name
CLASSIFICATION: Analyst I

STATEMENT OF DUTIES: The Analyst I in the Civil Rights Enforcement Section (CRES) performs a wide variety of analytical and administrative duties. Those duties include, but are not limited to, assisting with the collection and analysis of information, reporting findings and proposing new policies for addressing problems, researching and writing routine analyses and fact sheets. In addition to supporting this substantive workload, the Analyst I is also responsible for basic administrative functions of the CRES by supporting the handling of contracts and contractors, budgets, procurement, travel coordination and approvals, hiring and onboarding processes, and other administrative workload. May receive direction from the Senior Assistant Attorney General and/or Deputy Attorneys General for specific case tasks and assignments.

SUPERVISION RECEIVED: Under the supervision of the Deputy Attorney General Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. May be required to lift up to 25 pounds in weight. Travel is required to within the state or out of state to assist with Civil Rights Enforcement casework.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 40% Analyzes and evaluates electronic and other data and organize in a logical and user-friendly manner with direction from senior staff. Obtains data and information from a wide variety of sources, including, but not limited to; state and federal agencies, academic resources, professional organizations and foundations. Organizes data by constructing databases and spreadsheets and convert into qualitative data to facilitate its use for policy analysis. Participates in civil rights policy-focused meetings of government officials, advocates and national experts, as needed to XYZ. Assists in the development of briefings, webinars and workshops.

- 35% Stays apprised of current and emerging issues related to the areas of civil rights, including but not limited to racial and identity profiling, police practices, and discrimination. Tracks developments in state and federal budgets, legislation, regulations and advocacy activities, monitor and catalogue issues, trends, and policy proposals. Provides technical assistance and graphic designs for presentations, reports and other special projects. Maintains a strong knowledge of administrative processes within the

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DOJ and best practices in the handling of administrative duties; provides feedback to leads and management to streamline the Section's processes

- 20% Assist attorneys with processing administrative documents and reports related to the Section's contracts and contractors, budgeting inquires such as the internal approval process for procurement requests, travel coordination, and related areas. Assists with routine matters related to the hiring and onboarding process, such as XYZ. Works with and other administrative workload Prepares information for the publication of civil rights handbooks, pamphlets, and assists attorneys in the collection of data and other information, with respect to the drafting, and editing of regulations.

- 5% Assists lead analysts with updating the content of the CRES's web site and mailboxes maintained to support the Section's initiatives and work, as well as the. updating of material posted on the DOJ, CRES and related websites. Makes recommendations for changes to improve the site's usefulness to the public. May prepare correspondence and other administrative documents as required, subject to supervision.

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.

Printed Name
Employee Signature

Date

Printed Name
Supervisor Signature

Date

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NAME: Vacant
CLASSIFICATION: Analyst II

STATEMENT OF DUTIES: The Analyst II in the Civil Rights Enforcement Section (CRES) independently performs a wide variety of the more complex analytical duties. Those duties include, but are not limited to, identifying issues or policy areas to explore, collecting and analyzing information, reporting findings and proposing new policies for addressing problems, and researching and writing complex analyses and fact sheets. The Analyst II also makes recommendations to the CRES in the area of civil rights issues, including racial and identity profiling, police practices, and discrimination. May receive direction from the Senior Assistant Attorney General and/or Deputy Attorneys General for specific case tasks and assignments.

SUPERVISION RECEIVED: Under the direction of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. May be required to lift up to 25 pounds in weight. May be re required to travel within the state or out of state to assist with Civil Rights Enforcement casework.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 35% Independently analyzes and evaluates electronic and other data and organize in a logical and user-friendly manner. Obtains data and information from a wide variety of sources, including, but not limited to; state and federal agencies, academic resources, professional organizations and foundations; plan and execute data collection; applies statistical methodology for policy research assure integrity of analysis. Organizes data by constructing databases and spreadsheets and convert into qualitative data to facilitate its use for policy analysis. Plans and participates in civil rights policy-focused meetings of government officials, advocates and national experts, as needed. Designs, coordinates, and conducts briefings, webinars and workshops. Organizes and manages scheduling and meetings, and prepares drafts of minutes, agendas, and other documents necessary for the operation of the various Boards, Task Forces, and Commissions, as well as any other clients the Section serves, including a working knowledge of open meeting act requirements and laws.
- 30% Provide recommendations to the CRES attorneys and management on policy interpretations, policy development needs, and potential advocacy and implementation

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requirements. Maintain a strong knowledge of current and emerging state and federal issues related to the area of civil rights, including but not limited to racial and identity profiling, police practices, and discrimination. Track developments in state and federal budgets, legislation, regulations and advocacy activities, monitor and catalogue issues, trends, and policy proposals. Independently develop research and policy questions, timelines and work plans, analytical evaluation for complex projects, and allocation of resources; provide technical assistance and graphic designs for presentations, reports and other special projects. Prepare briefing materials for CRES attorneys.

- 25% Engage and assist attorneys in public outreach and education activities and makes arrangements for such events. Work independently and assist attorneys in drafting and editing in the publication of civil rights handbooks, pamphlets, and reports and other such tasks as required by deputies in the course of representing the Attorney General and client agencies. Assist attorneys in the collection of data and other information, with respect to the drafting, and editing of regulations, and makes recommendations on XYZ
- 10% Responsible for updating the content of the web site and mailboxes maintained to support the Section's initiatives and work. Writes, edits and regularly updates material posted on the DOJ, CRES and related websites. Tracks site usage patterns and makes recommendations for changes to improve the site's usefulness to the public. Responsible for the preparation of correspondence and other analytical and administrative documents as required.

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.