

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Research Data Specialist I	Working Title
Employee Name	Position Number 799-251-5742-001
Project/Division Name Office of Youth and Community Restoration	Supervisor's Name Kamilah Holloway
Unit Data & Research Division	Supervisor's Classification Division Chief (CEA)
Physical Work Location 925 L Street, Sacramento, CA, 95814	Duties Based on: ☒ Full Time ☐ Part Time - Fraction Click here to enter text.
Effective Date Click here to enter text.	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☒ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires Fingerprinting & Background Check ☐ Other (<i>specify below in Description</i>) Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.): Click here to enter text.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
The Research Data Specialist I (RDS I), under the direct supervision of the Data & Research Division Chief in the Office of Youth and Community Restoration (OYCR), will research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams. The RDS I will need to apply all of the above and principles and concepts research and statistical settings; principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design, methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments. The RDS I use statistical software such as Statistical Package for the Social Sciences v (SPSS), Statistical Analysis Software (SAS) and/or may use other packages (such as Tableau) to analyze data. The RDS I uses spreadsheet, word processing, and presentation software (e.g., Microsoft Excel, Word, PowerPoint) to prepare charts, tables, presentations, and research reports for a variety of audiences.	
Percentage of Duties	Essential Functions
25%	Plan and carry out large scale research and data projects critical to OYCR external collaboration and policy driven initiatives as well as statutorily mandated OYCR reports, statewide, regional, and county-level; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop

	procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion.
25%	Act as the Subject Matter Expert (SME) on statewide OYCR initiatives data. As a juvenile justice data SME, incumbent analyzes written and numerical data, such as educational data related to OYCR Data transparency efforts (e.g., dashboard(s), report(s)), preparing tables, charts, and graphs to demonstrate trends in youth outcomes. The RDS I will monitor County data across all 58 counties, including focused analyses by county, to review any net-widening impacts and conduct racial and ethnic disparity analysis.
20%	Prepares standardized reports and responses to requests for recurring and frequent data requests from departmental management, external agencies and other interested parties, such as confidential evaluation plan support that requires information gathering and identifying themes. Additionally, the incumbent may provide reviews of existing and proposed research, policies, or legislation. This work may include selecting and applying appropriate statistical tests, analyzing written and numerical data, and formulating written conclusions.
20%	Provides evaluation and research technical assistance to various statewide and county stakeholders to support the overall SB 823 evaluation goals. The incumbent is part of OYCRs data and research team and contributes to the evaluation of SYTF program effectiveness. This work involves identifying patterns, assessing factors for recidivism, and making recommendations for improvements to support the successful reintegration of youth. This work informs policy decisions and enhances the overall effectiveness of juvenile justice interventions and may have impact on judicial decisions.
10%	Participates in workgroups and training virtually and in person. Some travel to meeting sites is required. The RDS I will participate and sometimes lead county-based engagement, including representing OYCR at State and county convenings and conferences. Other duties as needed.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other: Click here to enter text.	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

N/A

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
☒ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE/FILE A COPY IN THE SUPERVISOR'S DROP FILE