

**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 Analyst (RDA) II

POSITION NUMBER: 420-796-5731-012

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under the general supervision of the Research Data Supervisor (RD Sup) I in the Criminal Justice Research Support Section, the RDA II performs complex research and statistical work to assist with the implementation of the stop data collection requirements pursuant to the Racial and Identity Profiling Act of 2015 (Assembly Bill [AB] 953). The RDA II is expected to identify necessary data for the project, summarize the data using appropriate statistical techniques, and present the information orally and/or in writing. The RDA II works closely with a multi-disciplinary project team as reports and tools are developed. This team includes program management, partners within the Department of Justice, local law enforcement agencies (LEAs), and additional stakeholders such as the representatives of the Racial and Identity Profiling Advisory Board, vendors, or consultant staff. The RDA II must be able to reason logically and creatively to analyze and explain data, develop methodologies and assumptions, and is expected to use a variety of analytical techniques to provide necessary projections and consultation.

SUPERVISION RECEIVED: Reports directly to the RD Sup I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods. 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 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:

45% Research

Planning: Collaborate with management and research specialists to develop data collection methods, and potential analyses regarding police practices, criminal justice research topics, and law enforcement data collected under AB 953; Determine the most effective research methodology given the nature of the study and the current empirical research.

Data Collection & Management: Determine data sources and availability. Collect or extract data using a variety of established methods. Collaborate with management and research specialists to develop data cleaning protocols, including but not limited to protocols that will systematically detect incorrect and/or missing values within the dataset and outliers, and data merging protocols. 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. 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: Conduct basic and advanced descriptive and inferential statistical analyses using R statistical software and/or Excel or other software. Identify patterns and trends in data. Interpret results and identify limitations. Conduct qualitative analysis.

- 30% Communication & Collaboration:** Work effectively and cooperatively with team members and management. Build and maintain a working rapport with colleagues 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 makes recommendations for the resolution of those problems. Conduct regular and frequent communications with the team and management.
- 20% Writing & Presentations:** Collaborate with management and research specialists to write professional 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 incumbent will present findings to management and stakeholders, including potential limitations, implications, and impact the results may have. Provide recommendations for policy 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