

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Correctional Policy, Research, and Internal Oversight	POSITION NUMBER (Agency-Unit-Class-Serial) 065-353-5742-xxx			MCR / HCR
DIVISION / UNIT Office of Research	CLASSIFICATION TITLE Research Data Specialist I			
	WORKING TITLE Research Data Specialist I			
	TIME BASE / TENURE P / FT	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Sacramento County	INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION				
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.				
DIVISION OVERVIEW				
The CDCR, Division of Correctional Policy, Research, and Internal Oversight, Office of Research (OR) responds to Public Records Act (PRA) requests and analyzes departmental data to develop population projections; assesses correctional trends of incarcerated and supervised populations; and identifies risks to departmental operations. The OR facilitates Department-sponsored research projects and external research requests from the public regarding incarcerated populations. The OR also produces legislatively mandated and highly specialized reports for CDCR. The mission of the OR is to inform public policy and to deliver effective policy recommendations to shape State correctional and rehabilitative efforts by analyzing correctional trends and risks, reporting statistical information, developing population projections, guiding research projects, and publishing meaningful Departmental reports to facilitate compliance with court mandates, state regulations, and departmental policies.				

GENERAL STATEMENT	
Under the general direction of the Research Data Supervisor I, Projections and Estimates Section, Office of Research, the Research Data Specialist I (RDS I) is responsible for various specialized analytical functions related to adult population projections and estimates and other duties as assigned for the Projections and Estimates Section. The RDS I may complete assignments independently or as part of a multidisciplinary team.	
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	In support of CDCR's incarcerated population outcome reports, leads or contributes to analytical and reporting activities associated with population forecasting and impact estimates for correctional populations. Monitors and evaluates trends in correctional data and makes recommendations and relevant updates to analytical methodologies. Identifies data needs, evaluates data quality, queries and maintains complex quantitative data from various sources. Independently develops, tests, and maintains spreadsheets, statistical program profiles, and data models. Provides data analysis and interpretation utilizing statistical software, including SAS, Python, and Microsoft Excel. Prepares justification of population projections and related methodologies in written and spoken formats. Prepares charts, tables, written documents for publications, and other professional work products for departmental leadership and external stakeholders. Effectively and professionally represents Office of Research in departmental and external communications.
30%	Stays informed of research, policy, legislation, and operational regulations related to correctional populations. Adapts and applies complex analytical methods to evaluate the impact of proposed and newly implemented legislation, court decisions, policies, regulations, and programs on CDCR's populations, to meet legislative, governmental, and departmental mandates. Prepares population estimates for legislative bill analyses and generates statistical reports related to correctional populations in response to requests from departmental administrators, control agencies, and federal, state, and public stakeholders. Duties may include clarifying requests, developing appropriate measures and statistical procedures, querying data and gathering other necessary information through cross-functional meetings and other sources, analyzing and visualizing data, interpreting and summarizing results, making recommendations, and reviewing final products with management and leadership prior to dissemination.
20%	Develops dashboards, data visualizations, and automated reports using Power BI and other tools for monitoring and reporting purposes. Identifies required data and other resources needed to complete projects. Independently collects, compiles, and analyzes information, evidence, and data from multiple departmental offices, databases, interactive dashboards, and other tracking tools. Participates in special projects requiring the use of specialized software.
10%	Provides regular project updates, prepares and maintains project methodology and process documentation, and ensures relevant information is organized, accurate, and current, using Microsoft Planner, SharePoint, and other project management tools. Identifies potential gaps or areas to streamline current practices and initiate solutions in coordination with management and Departmental priorities. As part of quality assurance and quality control activities, completes and reviews work products for accuracy, consistency, and compliance with departmental policies and research standards. Provides technical assistance to professional staff. Attends meetings with management and participates in workgroups and training as directed.
5%	Performs administrative duties including, but not limited to: adhering to Department policies, rules, and procedures; submitting administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reporting time and submitting timesheets by the due date.
SPECIAL PERSONAL CHARACTERISTICS	
- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. - Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. - Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. - Ability to build trust, improve communication, and assist with the transformation of correctional culture.	

SPECIAL REQUIREMENTS		
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.		
CONSEQUENCE OF ERROR		
Consequences of error may result in loss of research related to the efficacy of departmental and rehabilitative programs and data accuracy, reliability and validity and could cause significant errors or delays in the production of mandated or departmental reports. Such delays can result in the untimely production of departmental data reporting for departmental operations, budget, and control agencies.		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
<i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE