



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Research Data Specialist II	326-420-5758-001
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Data Unit/Pay Data Reporting Program	TBD	R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
TBD	TBD	Stephanie A. Pullés, PhD
POSITION DESCRIPTION		
Under the general direction of the Workforce Data Officer, the Research Data Specialist II designs, organizes, and conducts independent and objective statistical analyses that can serve as evidence of discrimination and identify potential systemic violations of civil rights laws enforced by the California Civil Rights Department (CRD). The incumbent provides advice and guidance to attorneys, subject matter experts, and other staff on collecting data, designing studies, and interpreting statistical analyses for the investigation or litigation of matters involving discrimination in employment, housing, and other areas to support CRD’s mission. The incumbent serves as an internal statistical expert in employment and housing discrimination cases and may be called upon to testify in court on behalf of CRD.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Independently conduct research and statistical analyses or projects on issues relevant to the CRD’s enforcement of civil rights laws. Collect, organize, and analyze pay data reports (required by Government Code section 12999) and other relevant economic and demographic data to support enforcement efforts. Work on and assist in establishing, maintaining, and implementing data collection, analysis, and publication programs, pipelines, and processes to maximize data quality and utility. Prepare reports, presentations, and publications for internal use and, as appropriate, for external stakeholders, including the Executive and Legislative bodies and the public.	
40%	Provide testifying and statistical consulting expert services for cases in litigation. Perform statistical and analytic work for cases in investigation. Advise attorneys and legal staff on drafting discovery requests, database construction, statistical analyses, and damages calculations. Work with attorneys and other legal staff to assess statistical evidence and support efforts to conciliate, mediate, and settle cases in both pre- and post-litigation. Evaluate selection assessments and procedures. Recommend investigations of policies and practices of potential systemic discrimination.	
15%	Work with and provide technical assistance to other CRD divisions, agencies, and external partners regarding collection and use of CRD’s data assets. Advise leadership and staff on factors affecting program strategies, outcomes, and effectiveness. Support the creation and maintenance of policies and procedures regarding data collection, dissemination, governance, protection, and use. Provide training to internal and external stakeholders in the Research and Data Unit’s areas of expertise.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	



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DESIRABLE QUALIFICATIONS:

- PhD in a quantitative social science (e.g., demography, economics, industrial/organizational psychology, sociology) or related quantitative field (e.g., econometrics, statistics).
- 5 years of relevant work experience in quantitative research related to demography, industrial organization, labor economics, microeconomics, statistics, or a related field.
- Demonstrated experience designing and conducting statistical studies to support investigations and litigation of employment and/or housing discrimination.
- Demonstrated expertise and experience in econometrics, mathematical demography, microeconomics, statistical inference, statistical modeling, and/or survey methodology.
- Demonstrated expertise in statistical programming languages (e.g., Python, R).
- Demonstrated experience working with large or complex datasets and relational databases.
- Demonstrated ability to lead research end-to-end with minimal guidance.
- Demonstrated experience in effective communication of statistical analyses and results to diverse audiences.
- Demonstrated ability to distill research findings to drive strategic thinking and inform decision-making.
- Experience testifying, consulting, and providing litigation support on economics, statistics, and related issues.

TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job with or without a reasonable accommodation.

- Requires ability to effectively work in a remote environment and complete complex tasks independently and as a team leader.
- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and/or standing in a workstation for 6.5 to 7 hours per day.
- Willingness to work irregular hours occasionally.
- Requires frequent face-to-face contact with management, staff, and external stakeholders through verbal, written, and digital (e-mail) communication.

TELEWORK DESIGNATION:

This position is designated as telework eligible-hybrid.

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)

SUPERVISOR SIGNATURE

DATE



Duty Statement

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE