

**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) I

POSITION NUMBER: 420-796-5729-008

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general supervision of the Research Data Supervisor (RD Sup) I, the incumbent will perform a wide range of research and data-related tasks. The incumbent will provide data management and maintenance support for the Branch's various research activities, and will implement, maintain, and enhance database protocols.

Additionally, the incumbent will conduct statistical analyses using the appropriate methodology, and will interpret, summarize, and clearly/concisely communicate findings to support scientific, programmatic, and policy decisions.

SUPERVISION RECEIVED: Reports directly to the RD Sup I.

SUPERVISION EXERCISED: None. May act as lead over Student Assistants and/or volunteers.

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:

50% Research

Perform research-related technical reviews of relevant literature from multiple sources. Create and maintain datasets, which includes data entry, data aggregation, data tracking, and reporting. Respond to internal and external research requests which require performing statistical analyses. Data management and analytical tasks will be performed in R, and Excel.

30% Communication

Work effectively and cooperatively with team members, management, and/or clients. Build and maintain a working rapport with clients throughout California. Provide status updates with verbal and/or written reports of activities and assigned tasks. Identify, document, and advise management on system related problems and make recommendations for the resolution of those problems. Conduct regular and frequent communications with the team, management and clients.

15% Presentation of Results

Develop summaries, reports, and/or pictographic representations of analytical results. In coordination with other DOJ Research Services staff, the incumbent will present findings to management, including potential limitations, implications, and impact the results may have.

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