State of California
Commission on Peace Officer Standards and Training

DUTY STATEMENT

DATE APPOINTED TO CLASS	DATE OF LAST POSITION REVIEW	
	06/09/26	
DIVISION Standards and Development	POSITION NUMBER (Agency - Unit - Class - Serial) 421-007-5742-003	
BUREAU/UNIT Strategic Communications and Research	CLASS TITLE Research Data Specialist I	CBID R01
INCUMBENT	WORKING TITLE Examination and Research Specialist	

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Supervisor II, the incumbent independently develops and utilizes research methodology, designs and directs major complex research projects and develops products and provides services related to all phases of personnel selection in support of California Law Enforcement Agencies and examinations in support of peace officer and public safety dispatcher selection and training. The incumbent conducts research and analyses and provides coordination and consultative services on programs that are multi-agency in scope.

% 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. *(Use additional sheet if necessary)*
	ESSENTIAL FUNCTIONS
25%	Plans, coordinates, and implements cognitive, performance and skills test development research projects across Commission on Peace Officer Standards and Training (POST) bureaus; uses appropriate research methodologies, evaluates programs study parameters by researching and specifying test specifications involving item formats, test lengths, required sample sizes, psychometric techniques, standard setting methods, appropriate Subject Matter Expert (SME) inputs, and statistical analysis procedures to be used to assure that research designs are in compliance with state and federal fair employment laws, guidelines, and professional testing standards; consults with appropriate SMEs to ensure representative samples of participants for item writing, item review, and score setting workshops; prepares for and conducts item review workshops; facilitates the development of examination questions through the use of standardized item writing and review protocols; develops new test items from specified protocols and enters items in item bank software; develops new and/or parallel forms for selection, training, and/or educational testing, including cognitive, scenario, performance, and skills tests; plans, develops, and conducts cooperative research and validation studies leading to the deployment of new statewide tests which conform to professional validation standards as well as to the legal requirements of State and Federal law; arranges for and administers pilot testing to include, but not be limited to, analyzing data and interpreting results; prepares validation reports which describe study methods and results; develops associated resource documents (e.g., user's guides); through studies, analysis of test data, independent observation, and other methods, monitors quality and effectiveness of all operational test forms, including performance exams in support of personnel selection and training programs.
20%	Consults with vendors in the delivery of online testing; manages all phases and aspects of online test delivery system, including ensuring system meets requirements for statewide implementation using sound procedures, security measures and valid assessment protocols; consults with test delivery vendor in the entering, monitoring, and editing of test items, development of appropriate scoring mechanisms, and continuous monitoring of testing data to ensure test validity and integrity; develops resource documents for internal

	staff and external users on the use, implementation, and maintenance of the testing system.
20%	Plans, implements and monitors test maintenance and delivery activities; conducts test maintenance activities, including collecting test data, and applying and interpreting statistical item analysis procedures; compares item content to test and/or job specifications; confers with other agencies and departments to assure currency of material; maintains bank of test items and test forms; alters test content, including preparing and proofreading test forms, documenting changes, and delivering modified forms to test users; trains and advises support staff assigned to test delivery functions.
20%	Maintains the currency of and/or updates job analytic data; conducts complex job analysis research projects to develop empirically based descriptions in support of peace officer and public safety dispatcher selection and training programs; compiles research from interviews and workshops with SMEs to prepare qualitative data for use in developing relevant and effective survey instruments; conducts extensive research to include, but not be limited to, literature reviews and observation and collection of data from relevant occupational and/or training operations at representative agencies statewide; prepares sampling plans for data collection; collects and analyzes job analytic data via surveys or other techniques using appropriate statistical methods; uses job analytic data to link knowledge, skills, abilities and tasks to essential and non-essential job functions and/or performance measures; verifies and/or revises existing job duties and functions for peace officer and public safety dispatcher positions to support the development of cognitive, performance, and/or educational testing; prepares formal report of job analyses and other research findings; conducts research in support of operational needs.
10%	Writes technical reports in accordance with testing industry standards; prepares technical reports and memos in professional format, explaining research findings and recommendations in understandable language; prepares and presents technical findings and provides status reports on projects either verbally or in writing to POST staff, management, the Commission, and/or external stakeholders; analyzes situations accurately and takes effective action at the appropriate time; attends training classes and conferences to maintain current knowledge of examination-related research methods, case law, and technology; performs general administrative duties such as writes Commission agenda items, reviews other research conducted by bureau staff, and attends meetings; conducts presentations to POST staff, POST clients, and professional forums.
	NON-ESSENTIAL FUNCTIONS
5%	Performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (*if applicable*)**:**

<u>WORK ENVIRONMENT</u>

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, and use of a personal computer. Requires mobility to different areas of the work site. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. However, workload and special projects may require work and travel beyond the normal business hours. This position is located at POST headquarters in West Sacramento, CA. This position may be eligible for telework.

Off-site setting – Required traveling (i.e., attend/facilitate meetings, conferences and/or training courses).

Incumbent must be able to use good judgment with their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent shall always demonstrate professional behavior when interacting with POST staff, law enforcement agency executives and administrators, legislative members and their staff, law enforcement subject matter experts and presenters/trainers, community special interest groups, and members of the public.

Strong management and interpersonal skills are critical due to the highly political nature and sensitivity of the issues, the individuals involved, and the necessity for the data specialist to manage the development of consensus solutions.

PHYSICAL ABILITIES

Must possess and maintain enough strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable)**:**

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:		
SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: • ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*** • ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*** • ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*** • ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE