State of California
Business, Consumer Services and Housing Agency
California Civil Rights Department
Human Resources

Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Research Data Analyst II	326-420-5731-XXX
UNIT/PROGRAM/SECTION	**EFFECTIVE DATE**	**CBID**
Research and Data Unit	TBD	R01
INCUMBENT	**REPORTING LOCATION**	**IMMEDIATE SUPERVISOR**
Vacant	TBD	Research Data Manager

POSITION DESCRIPTION

Under general supervision of the Workforce Data Officer and Research Data Manager, the Research Data Analyst II independently performs complex research, statistical analysis, advanced data processing, and methodological assessment to support the Department's statewide civil rights enforcement and data collection programs. The incumbent designs analytical approaches, evaluates data quality, develops data systems, interprets findings, and prepares reports to support investigations, litigation, policy development, and strategic initiatives. Work requires substantial technical expertise, independent judgement, and the ability to translate complex analytical results into clear insights for attorneys, investigators, leadership, partner agencies, and the public. Specific responsibilities include but are not limited to:

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
35%	**Complex Research, Statistical Analysis, and Methodology Development** • Lead, plan, design, and conduct advanced statistical analyses, including descriptive studies, inferential modeling, data quality assessments, and multivariate methods. • Interpret structured and unstructured data to identify trends, disparities, compliance risks, and indicators of systemic civil rights violations. • Develop and validate research designs, data models, and analytic workflows that strengthen analysis and statewide reporting. • Perform rigorous data cleaning, transformation, integration, documentation, and quality reviews to ensure analytical integrity. • Provide technical research consultation to attorneys and investigators.
35%	**Data Systems Management, Program Operations, and Reporting** • Build, maintain, and enhance datasets, pipelines, templates, and documentation supporting RAD's statewide data collections and analytic functions. • Contribute to survey design, data collection procedures, data standards, and operational improvements that enhance accuracy, efficiency, utility, and privacy protection. • Prepare recurring statistical reports, dashboards, public use files, fact sheets, and internal briefs. • Support operational planning and technical implementation for statewide data programs including by configuring data collection pipelines, maintaining the enumeration list, and continuously updating collection systems to reflect legislative updates, program needs, or data governance requirements.
15%	**Stakeholder Engagement, Communication, and Technical Assistance** • Develop clear written and verbal explanations of analytical findings for broad technical and non-technical audiences.

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	• Prepare presentations, visualizations, and guidance documents for leadership, legal staff, partner agencies, and public stakeholders. • Partner with cross-divisional stakeholders and program leaders to integrate multi-source datasets and translate strategic goals into measurable metrics that drive operational improvements and inform strategic decision-making. • Create onboarding documentation and lead workshops and one-on-one coaching to build staff data literacy and standardize the use of analytical tools and best practices.
10%	**Special Projects, Policy Analysis, and Strategic Development** • Co-design standardized metric and modeling frameworks to structure analyses, data governance protocols to enforce privacy and metadata standards, and longitudinal evaluation strategies to measure program impact. • Conduct policy research and statutory/regulatory analysis to assess impacts on data collection requirements, enforcement priorities, and reporting standards. • Lead or support special assignments requiring innovative analytical approaches, complex data integration, or unique methodological solutions.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Perform other job-related duties as required, including administrative tasks, documentation updates, participation in staff meetings, and compliance activities.

DESIRABLE QUALIFICATIONS:

- Strong statistical, research methodology, and quantitative analysis skills.
- Ability to apply quantitative and mixed methods techniques to varied research questions.
- Proficiency in statistical programming languages R and Python for data manipulation, statistical analysis, and reproducible research and data processing pipelines; familiarity with SQL, advanced Excel, and data visualization tools.
- Experience cleaning, structuring, transforming, and validating large datasets.
- Excellent written and oral communication skills.
- Ability to work independently, manage multiple projects, and meet tight deadlines.
- Strong organizational skills and careful attention to detail.
- Ability to interpret laws, regulations, procedures, and technical guidance.
- Commitment to confidentiality, ethics, and data protection standards.
- Ability to distill research findings to drive strategic thinking and inform decision making.

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 daily use of computers, databases, statistical software, and communication tools.
- 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.
- Requires ability to effectively work in a remote environment and complete complex tasks independently and as a team leader.
- Requires frequent engagement with internal staff, leadership, and external partners.

TELEWORK DESIGNATION:

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This position is designated as telework eligible.

SPECIAL REQUIREMENTS:

- Adherence to confidentiality laws, data ethics responsibilities, data security requirements, civil rights protections, and departmental policies.
- Willingness to work irregular hours occasionally to meet mission-critical deadlines.

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

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