



## RESEARCH DATA ANALYST 2

**Exam Code:** 8PB38

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

**Research Data Analyst 2** – \$5,652.00 - \$7,079.00 per month.

View the [classification specification](#) for the Research Data Analyst 2 classification.

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous **Who**

**Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **9 (nine) months**.

**How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources CalCareer  
Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### Research Data Analyst 2

#### Education

Incumbents must possess 12 semester or 18 quarter units course work in any [combination of a data driven research-related field](#), such as economics, mathematics, psychology, sociology, demography, geography, anthropology, statistics, data science or a research-related field. This must include at least one course in a statistical methods; **and**

Equivalent to graduation from an accredited college with a bachelor's degree. Work experience may be substituted on a year-for-year basis by applicants who have the required units mentioned above.

A Master's Degree in economics, mathematics, psychology, sociology, demography, geography, anthropology, statistics, data science or a related research-oriented field may be substituted for two years of the required experience. A doctoral degree in the same areas may be substituted for three years of the required experience.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements.

#### Experience

##### Either I

One year of data research, collection, analysis and reporting experience performing the duties [of a class with a level of responsibility equivalent to Research Data Analyst I, Range C](#); **or**

## II

Three years of [progressively responsible technical quantitative and qualitative data analysis, including but not limited to researching, identifying patterns and trends in historical data, as well as data model creation](#) experience. (Experience applied toward this pattern must include at least one year of research data analysis experience performing duties with a level of responsibility equivalent to Research Data Analyst I, Range C.)

### POSITION DESCRIPTION

#### Research Data Analyst 2

Under general supervision, employees perform a variety of tasks including the more independent, responsible, varied and complex research and data analysis. Incumbents may have lead responsibilities, work on multidisciplinary teams or have primary responsibility for a project or activity.

Incumbents perform ad-hoc report development, conduct statistical work in a variety of subject matters, utilize structured and unstructured data from existing reports and resources; create and implement research projects, and data models. This includes but is not limited to routine dashboards, performance evaluation reports and visual aids, and identifying trends and patterns using historical data. Using in-depth analysis, incumbents develop strategies and solutions for addressing immediate and ongoing information needs with an emphasis on independent data research skills.

### EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research.
2. Planning studies and investigations
3. Trend analysis procedures
4. Time management techniques to provide for efficient prioritization and completion of projects and assignments
5. Software to prepare spreadsheet summaries, reports, charts, and tables
6. Basic arithmetic and statistical techniques to analyze numerical data
7. Departmental policies and procedures.
8. Implement research-related projects
9. Practices required to ensure and maintain data security, including securely transmitting confidential data
10. Experimental design procedures
11. Problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments
12. Advanced mathematical techniques and descriptive statistical analysis techniques and methods.

**Ability to:**

1. Research, gather, compile, and analyze structured and unstructured data
2. Conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations
3. Prepare research statistical reports
4. Analyze written and numerical data regarding solutions, and conclusions or approaches to research problems
5. Manage workload consisting of multiple projects and assignments
6. Complete work under critical timelines to meet project objectives and deadlines
7. Be objective and flexible to adapt to changes in priorities and work assignments
8. Gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.
9. Query, mine, analyze, and manipulate data
10. Communicate effectively both orally and in writing to individuals and groups related to the area of research
11. Present ideas and information effectively
12. Adapt and apply formal research methods and principles to research problems
13. Design and validate studies and analyze the accuracy of data collected
14. Analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations

15. Identify improvements and originate and develop new solutions which depart from traditional and existing patterns
16. Identify required data, information, materials, and resources needed to complete/perform a project
17. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems
18. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
19. Recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Research Data Analyst 2** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

Take the examination for the [Research Data Analyst 2](#) classification.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources

CalCareer Service Center

1810 16<sup>th</sup> Street

Sacramento, CA 95814

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## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.