



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER
Executive Programs	LT- Research Data Specialist III	326-102-5770-959
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Research and Strategic Initiatives Unit		R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
POSITION DESCRIPTION		
<p>Under general direction of the Assistant Deputy Director of Research and Strategic Initiatives, the Research Data Specialist III is responsible for a wide range of highly advanced, complex research and data analysis tasks of the Department. The incumbent will draw broadly across research disciplines to conduct and manage a variety of literature reviews and complex research tasks using the appropriate methodology, including qualitative and advanced quantitative research methods. The incumbent will be an excellent communicator and excel at synthesizing and interpreting research and data to develop novel insights and actionable, evidence-based policy recommendations. The incumbent will advise executive staff and public officials on complex research projects and studies. Potential research topics will be driven primarily by the needs of the Civil Rights Department, the Commission on the State of Hate, and the Civil Rights Council. Potential research topics include, but are not limited to, hate activity prevalence, best practices for preventing and responding to hate activity, housing and employment discrimination, and civil rights. Specific responsibilities include but are not limited to:</p>		
<p>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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	<p>Information Synthesis and Literature Reviews. Independently compile, evaluate, and summarize highly complex information, research, and data in order to summarize what is known about a topic, evaluate the limitations and gaps in what is known, identify opportunities for future research, forecast future impacts and trends, and develop clear, evidence-based recommendations for the Department, the Commission on the State of Hate, and the Civil Rights Council. Information syntheses and literature reviews will draw on a variety of academic fields, including sociology, psychology, political science, economics, and law. Information syntheses and literature reviews will also draw on research published outside of academia, including from advocacy groups and public agencies. Information syntheses include, but are not limited, to reviews of academic research; laws, policies, and regulations; data and research related to laws, policies, and regulations; and reviews of case law.</p>	
30%	<p>Empirical research. Planning and research design: Independently develop and direct complex research plans that include, but are not limited to, the objectives of a research project, key research questions, data collection methods, data analysis plans, and deliverables. Potential research projects are broadly defined and include, but are not limited to, empirical social science studies, program evaluations, policy evaluations, case studies, and user experience research studies. Design research instruments, such as surveys and interview guides, and/or collaborate with external research partners.</p>	



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	<p>Data analysis. Independently gather, prepare, structure, analyze and/or synthesize complex data, forecast trends and assess potential impact in relevant area through research methods most appropriate for answering research questions. This may include developing innovative new strategies or sources for obtaining or collecting data. Research methods include, but are not limited to, qualitative and quantitative social science research methods, such as in-depth interviews, content analyses, and survey research. Analysis methods include qualitative data analysis, quantitative statistical analysis, cost-benefit analyses, and policy analysis methods.</p> <p>Monitor research. Monitor academic research journals across disciplines for relevant research. Maintain a database of existing research. Identify and build relationships with external researchers and organizations.</p>
15%	<p>Presentation of Results, Writing, and Recommendations. Define and develop clear written and visual summaries and reports of analytical results, including authoring sections in the Commission on the State of Hate's Annual Report. Deliver clear and engaging presentations of preliminary findings and final results to stakeholders. Draw on conclusions from research studies and literature reviews to develop, and clearly articulate, evidence-based recommendations, including, but not limited, policy recommendations, recommendations for interventions, and recommendations for future research. Regularly advise Department staff and public bodies on policy recommendations. Understand and articulate the limitations of research and data, as appropriate. Develop visualizations of key findings, including but not limited to, visualizations of quantitative statistics.</p>
10%	<p>Communication. Work effectively and cooperatively with team members, management, and external partners. 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.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Participate in unit, divisional, and Department meetings and events.
5%	Other duties as assigned.
<p>* The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, required abilities or qualifications associated with this job.</p>	

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 handle stress, and work in a noisy and fast paced environment.
- 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, with or without reasonable accommodations and modifications to facilitate such tasks.
- Requires prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.
- Requires occasional travel to meetings and other events.



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DESIRABLE SKILLS AND QUALITIES:

- Ability to synthesize complex information, including research and qualitative and quantitative data, to clearly communicate findings
- Ability to design and conduct social science research studies using qualitative and quantitative methods
- Ability to objectively understand and articulate limitations in research and data
- Ability to prioritize research projects by evaluating their feasibility and potential for impact
- Ability to develop clear, actionable, policy recommendations informed by research efforts
- Experience managing and conducting research on civil rights and hate
- Knowledge of California's civil rights laws, including the Fair Employment and Housing Act
- Knowledge of California's legislative and/or regulatory processes
- Excellent writing and editing abilities
- Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner
- Ability to interpret and apply laws and regulations to specific situations
- Ability to establish and maintain cooperative professional relationships
- Ability to operate a computer and knowledge of Excel, Word, and at least one statistical software program, such as R, Stata, or SPSS.
- Ability to follow oral and written instruction and established procedures
- Ability to prepare written documents and accurate detailed reports clearly and concisely
- Ability to multitask and manage multiple impending deadlines
- Ability to work effectively in a remote environment
- Excellent organizational skills

TELEWORK DESIGNATION:

As operationally allowed, a hybrid work schedule is available.

ADDITIONAL POSITION INFORMATION:

SPECIAL PERSONAL CHARACTERISTICS:

I Incumbent routinely works with sensitive and confidential issues and/or documents and is always expected to maintain the privacy and confidentiality of such issues and/or documents. The incumbent must also exercise a high degree of initiative, sound judgment, and creativity in performing tasks. Incumbent must be self-motivated, conscientious, and dependable. Professional courtesy must always be demonstrated.

Adherence to a consistent work schedule is critical to the successful performance of the position due to the heavy workload and time-sensitive nature of the work.

Supervision Received:

The Research Data Specialist III receives general supervision from the Assistant Deputy Director of Research and Strategic Initiatives and may receive general direction from the Deputy Director of Executive Programs. The incumbent may also receive guidance from the Division's Attorney III. This position has no direct supervisory functions.

PERSONAL CONTACTS:

The Research Data Specialist III may have daily contact with Departmental management and staff, stakeholders and other members of the general public, legal representatives, and control agency representatives.

ADMINISTRATIVE RESPONSIBILITY:

Adheres to all applicable laws, rules, policies, and procedures, including the department's Public Records Act (PRA) and appeals policies and procedures.



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ACTIONS AND CONSEQUENCES:

The Research Data Specialist III must adhere to all applicable laws, rules, policies, and procedures, including but not limited to any directions received from Departmental management personnel. The Research Data Specialist III interacts professionally and appropriately with a wide range of persons, internal and external to the Department, including other Department employees, stakeholders, and other members of the general public. The Research Data Specialist III is a critical position requiring frequent interaction with the public and the processing of time-sensitive and confidential documents. Failure to use good judgment in handling sensitive and confidential information could result in violation(s) of individual privacy rights.

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.

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INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
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15%	<p>Presentation of Results, Writing, and Recommendations.</p> <p>Define and develop clear written and visual summaries and reports of analytical results, including authoring sections in the Commission on the State of Hate’s Annual Report. Deliver clear and engaging presentations of preliminary findings and final results to stakeholders. Draw on conclusions from research studies and literature reviews to develop, and clearly articulate, evidence-based recommendations, including, but not limited, policy recommendations, recommendations for interventions, and recommendations for future research. Understand and articulate the limitations of research and data, as appropriate. Develop visualizations of key findings, including but not limited to, visualizations of quantitative statistics.</p>
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<p>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.</p> <ul style="list-style-type: none"> • Requires ability to effectively handle stress, and work in a noisy and fast paced environment. • 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, with or without reasonable accommodations and modifications to facilitate such tasks. • Requires prolonged use of a workstation for 6.5 to 7 hours per day. • Requires punctual and regular attendance. • Requires occasional travel to meetings and other events. 	



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DESIRABLE SKILLS AND QUALITIES:

- Ability to synthesize complex information, including research and data, to clearly communicate findings
- Ability to conduct either traditional social science research studies using qualitative methods or ability to conduct applied studies, such as program evaluations or policy evaluations
- Ability to evaluate and understand quantitative research studies
- Ability to objectively understand and articulate limitations in research and data
- Ability to prioritize research projects by evaluating their feasibility and potential for impact
- Ability to develop clear, actionable, policy recommendations informed by research efforts
- Knowledge of California's civil rights laws, including the Fair Employment and Housing Act
- Knowledge of California's legislative and/or regulatory processes
- Excellent writing and editing abilities
- Excellent communication skills, such as being able to present orally before a group in an effective and convincing manner
- Ability to interpret and apply laws and regulations to specific situations
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- Ability to operate a computer and knowledge of Excel, Word, and at least one statistical software program, such as R, Stata, or SPSS.
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