



Research C E N T E R

POSITIONS AVAILABLE



Research D A T A SPECIALIST

ONE & TWO

**Department Of Justice
California Justice Information Services Division
Research Center
Social Justice Research And Policy Branch**

The Research Center is the analytical engine of the Department of Justice dedicated to applying a **scientific** approach to legal review, policy and data analysis, and empirical studies leading to **data driven decisions**. Through collaboration, the Research Center provides departmental and stakeholder support in litigation, legislation and policy analysis, and reporting and publications on public policy issues confronting California that affects the work of the Department.

Under general direction of the Research Data Supervisor II, the incumbent will perform a wide range of **advanced research** and **data-related tasks**. The incumbent will provide data management and maintenance support for the Division's various research activities, and will develop, 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**.

Research Data Specialist I

- Develop research plans
- Propose and implement data cleaning protocols
- Document the protocols utilized and deviations of said protocols during the data cleaning process
- Work effectively and cooperatively with team members, management, and/or clients
- Conduct regular and frequent communications with the team, management and clients
- Develop summaries, reports, and/or pictographic representations of analytical results

Research Data Specialist II

- Conduct the more advanced and complex statistical analyses using SPSS, R, and/or Excel
- Work effectively and cooperatively with team members, management, and/or clients
- Develop summaries, reports, and/or pictographic representations of analytical results
- Present findings to management, including potential limitations, implications, and impact the results may have
- Provide recommendations for future studies