

EDITED TASK LISTING

CLASSIFICATION: RESEARCH ANALYST I (GENERAL)

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Perform technical research and statistical work within CDCR in order to facilitate an understanding of current issues and trends using established research methodologies and statistical procedures as directed by managers/administrators on a daily basis.
2.	Consult with executive/administrative and facilities level staff regarding the use and interpretation of available data in order to advise other governmental, private, academic and/or oversight agencies (e g., Governor’s Office, State Legislature) using established research methodologies and statistical procedures as directed by managers and administrators.
3.	Review data requests from internal and external stakeholders to identify their needs and respond appropriately utilizing departmental procedures as directed by managers and administrators.
4.	Respond to ad hoc requests from internal and external stakeholders for information utilizing available data and computer files as directed by managers and administrators on an as needed basis.
5.	Analyze qualitative and quantitative data in response to inquiries and requests from governmental, private and academic agencies (e g., Governor’s Office, State Legislature) to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
6.	Organize qualitative and quantitative data from various information system sources to produce weekly, monthly, and annual reports using established research methodologies and statistical procedures as directed by managers and administrators on a daily basis.
7.	Edit qualitative and quantitative data from various information system sources to produce weekly, monthly, and annual reports using established research methodologies and statistical procedures as directed by managers and administrators on a daily basis.
8.	Develop coding and data entry procedures to analyze data in accordance with approved methodologies and statistical procedures for internal and external stakeholders as directed by managers and administrators.
9.	Prepare statistical tables and related written descriptions in response to internal and external stakeholder’s ad hoc requests utilizing available data and computer files as directed by managers and administrators on a daily basis.
10.	Conduct analysis to prepare routine weekly, monthly, and annual statistical reports utilizing statistical programming language to identify trends and program outcomes as directed by managers and administrators on a daily basis.
11.	Prepare charts and graphs of various complexities for governmental, private and academic agencies (e g., Governor’s Office, State Legislature) using established research methodologies and statistical procedures as directed by managers and administrators on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Edit charts and graphs of various complexities for quality and accuracy for governmental, private and academic agencies (e.g., Governor's Office, State Legislature) using established research methodologies and statistical procedures as directed by managers and administrators on a daily basis.
13.	Prepare and format data tables (e.g., frequency distributions, central tendency) for quality and accuracy in response to inquiries and requests from internal/external stakeholders using established statistical procedures as directed by managers and administrators on a daily basis.
14.	Verify the accuracy of all data for quality control and accuracy using established statistical procedures as directed by managers and administrators on a daily basis.
15.	Recalculate figures as necessary for quality control and accuracy using established statistical procedures as directed by managers and administrators on a daily basis.
16.	Update or write narrative portions on all charts, tables, and graphs for quality control and accuracy using established statistical procedures as directed by managers and administrators on a daily basis.
17.	Conduct quality control reviews on the data collection methods and procedures of researchers and other data collection staff to ensure quality control and accuracy using established statistical procedures as directed by managers and administrators.
18.	Interpret findings in preparation for oral and/or written reports and respond to inquiries and requests from internal/external stakeholders using established research methodologies and statistical procedures as directed by managers and administrators.
19.	Assist as subject matter experts within CDCR in order to facilitate understanding of current issues using established research methodologies and statistical procedures as directed by managers and administrators on an as needed basis.
20.	Monitor data systems and procedures for quality and completeness utilizing statistical software (e.g. SAS, SPSS, Access, Excel) to produce reports and information using established research methodologies and statistical procedures as directed by managers and administrators.
21.	Assist in literature reviews of prior research findings to inform and produce written reports using established research procedures as directed by managers and administrators as needed.
22.	Assist in the training of field staff using various statistical programs on gathering and recording information to ensure accuracy and integrity of data used to develop summary statistics for use in charts, tables, graphs and reports as directed by managers and administrators.
23.	Participate as part of a departmental internal project team to develop research and evaluation methodologies to gather needed data for reports and/or evaluations using research related technical knowledge as directed by managers and administrators.

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24.	Communicate with internal and external stakeholders in oral and written form to give consultative advice and provide support on final research and evaluation reports as directed by managers and administrators on a daily basis.
25.	Assist external researchers in oral and written form regarding research studies and educate on the external research process utilizing various resources (e.g. State laws, Penal Code, Title 15, Departmental Operations Manual) as directed by managers and administrators.
26.	Collaborate with a larger project team that includes other governmental, academic and private research organizations to focus on a particular research and evaluation issue by participating in workgroups, performing data collection and compilation task and assisting in the production of written reports as directed by managers and administrators.
27.	Participate in CDCR training, staff development activities, Departmental meetings and conferences to perform essential work functions as needed for job performance when directed by managers and administrators.
28.	Assist in maintaining consistency of counting rules/definitions using established research methodologies for data elements used in multiple reports to ensure accuracy and integrity of data as directed by managers and administrators.
29.	Attend professional training and regional conferences with professional research groups in order to remain up-to-date with scientific methodologies, software applications, and to present findings related to correctional research utilizing membership in professional organizations and the internet, etc. in order to perform essential functions within the Office of Research.