

SHADED AREA FOR HUMAN RESOURCES ONLY

	DATE 11/10/15	H.R. APPROVAL KL
PC # 1054	POSITION NUMBER (Agency - Unit - Class - Serial) 175-100-5758-005	
BUREAU SECTION California Research Bureau	CLASS TITLE Research Program Specialist II	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT Vacant	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.		
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Assistant Director, California Research Bureau (CRB), the incumbent designs and leads a variety of time-sensitive complex and non-partisan research and analysis requested by the Legislature, Governor, and Constitutional Officers. The RPS II exhibits a high degree of independence, initiative and originality and is skilled in writing effectively for public policy. The incumbent requires minimal supervision while providing research and policy expertise to CRB clients. The incumbent is a lead researcher or team member on complex, time-sensitive evidence-driven policy analyses and combines highly-developed quantitative and/or qualitative skills with exceptional writing skills.		
% of time performing duties	ESSENTIAL FUNCTIONS:	
70%	Effectively combines quantitative and qualitative research skills with highly-developed public policy writing skills to lead, co-lead or serve as a collaborative team member on a variety of time-sensitive research and analytical assignments requested by the Legislature, Governor's Office, Constitutionally Elected Officers and, on occasion, other state government clients. Manages multiple projects in a fast-paced environment, synthesizing data from different sources and writing clear and succinct analyses that contribute to state-level public policy debates. May use, for example, statistical modeling, multivariate regression, econometrics, survey design, research design, observational studies, data visualization and/or geospatial analysis in completing assignments. May use R, Stata or Python or other programming language to analyze data. Provides peer review for other CRB research. Provides a high degree of expertise and authority in data analysis, policy analysis, writing for public policy and/or data visualization. Possesses policy knowledge in certain fields, such as economics, government finance, environmental science, education, health or other policy areas, but maintains the ability to write analyses across a variety of topics, independent of specialty.	
15%	Develops multimedia and oral presentations for webinars, brown bag lunches and similar internal and external activities in adherence with CRB publication standards and schedules. Briefs CRB Director, CRB Assistant Director, and the State Librarian in advance of legislative testimony or other similar activity. Actively participates in strategic planning activities, team meetings, peer learning and initial research for all-team activities such as Studies in the News.	
10%	Builds and maintains a broad working knowledge of California governmental structure, procedures and practices, trends in policy research, and developments in public policy and research methodology by attending symposia, reading current publications and taking other actions in furtherance of these skills	
5%	MARGINAL FUNCTIONS: Performs other staff assignments as required and appropriate.	

JOB DESCRIPTION (6/08)SUPERVISION RECEIVED

The Research Program Specialist II (RPS II) reports directly to the Assistant California Research Bureau (CRB) Director (CEA).

SUPERVISION EXERCISED – None. However may periodically act as lead or direct a small staff on a limited-term or project basis.

ADMINISTRATIVE RESPONSIBILITY - NONEPERSONAL CONTACTS

The RPS II has contact with high level state officials of the Executive and Legislative branches in a high visibility environment.

ACTIONS AND CONSEQUENCES

The work performed by the RPS I or II requires highly-developed quantitative and/or qualitative research skills and the ability to write clearly and succinctly for an audience of policymakers. The issues CRB tackles are complex and will affect the form and direction of legislation and major administrative initiatives, which are of critical importance to the future of the state. Our non-partisan analyses often receive statewide, and sometimes, national attention. Consequences for inaction or for failure to perform are high and may result in public policy that is unknowingly built upon faulty assumptions, leading to inaccurate policies or regulations. This outcome would also result in a significant decrease in organizational trust by CRB's stakeholders, which will cripple the organization's effectiveness.

FUNCTIONAL REQUIREMENTS

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Incumbent may regularly interact in-person with staff in the Legislature Executive Branch, all located locally. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent may travel occasionally (<1%), when necessary to meet with clients or Subject Matter Experts, etc.

OTHER INFORMATION

The RPS II must enjoy working in a fast-paced newsroom-like environment and possess a passion for non-partisan policy analysis/research across a variety of topics. S/he needs intellectual curiosity, policy acumen, excellent writing skills, and experience developing time-sensitive, impartial and rigorous analyses on a variety of subjects for elected officials and their staff. The RPS II must be knowledgeable in research methods and techniques, application of computerized models to research data, statistical and other methods used in the analysis and visualization of data, survey methods and/or analytical techniques. S/he must be able to translate data/research for a public policy audience. The incumbent must proactively seek out information and answers, using analytical, time management, computer/technical, and interpersonal skills including verbal and written communication with all staff levels as well as state and local officials. Ability to program in R, Stata or Python or another language is very useful. The incumbent routinely works with sensitive information and must be able to evaluate situations effectively and take appropriate action using initiative, resourcefulness and good judgment. S/he must work well independently or collaboratively in teams, show initiative, and respond flexibly and with tact to changing priorities and assignments with short timeframes.

JOB DESCRIPTION (6/08)

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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)

EMPLOYEE'S SIGNATURE

DATE