Research Data Analyst (6257U) 77879
University of California, Berkeley

Job Title	Research Data Analyst (6257U) 77879
Department	Goldman School of Public Policy
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Apr. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research Methods/Data Analysis
	Public Policy & Administration
	Psychology - General
	Political Science - General
	Economics - General
	Social Sciences - General
	Sociology - General
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

The Goldman School of Public Policy (GSPP) has approximately 30 ladder-rank faculty, 12 emeriti faculty, more than 75 staff members, and more than 30 academic Lecturers. It occupies six buildings (both on and off-campus) with more than 40,000 assignable square feet; within those buildings are eight classrooms and more than 100 offices.

GSPP's faculty is comprised of economists, political scientists, psychologists, statisticians, and public managers and analysts who support intellectually diverse approaches to studying public policy. In addition, we have a dedicated alumni network to support our students' future success and help advance the School's mission of "speaking truth to power."

Using microeconomic, statistical, political, management, legal and informationtechnology skills to help solve real-world problems, GSPP prepares students to become outstanding public servants, policy leaders, and creative thinkers. We cultivate an intellectual community dedicated to policy analysis and innovation, with an eye toward furthering justice, ethics, fairness, and results that improve the future of our society. In short, GSPP seeks to change the world by cultivating a passion for public improvement, a deep curiosity for generating and promoting knowledge about policy, and a sense of altruistic concern for communities local, domestic, and global.

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The School is primarily a graduate school, with four degree programs at the graduate level: the Masters of Public Policy (MPP); a Self-Supporting Degree Program - the Masters of Public Affairs (MPA); the Masters of Development Practice (MDP); and our PhD program in Public Policy. We serve another 700+ undergraduate students in our Public Policy Minor program.

Its annual budget is approximately $40M, made up of revenue sources such as current use and endowed philanthropy funds, contracts and grants, supplemental tuition from the MDP and MPP programs, self-supporting degree revenue from the MPA, and state funding.

The School is home to more than 10 research centers led by GSPP faculty: the Institute for Research on Labor Economics; the Center for Studies on Higher Ed; the Center for Environmental Public Policy; the Berkeley Institute for Young Americans; the Center on Civility and Democratic Engagement; the Global Policy Lab; the Possibility Lab; the Center for Security in Politics; the Berkeley Opportunity Lab; the California Policy Lab; the India Energy and Climate Center; the Risk and Resilience Research Lab, and others.

The School has approximately 330 Master's degree candidates, 15 PhD students, and more than 3,200 alumni. GSPP hires more than 60 graduate student instructors, readers, lecturers and graduate student researchers annually. Its constituency also includes parents, friends and a number of organizations representing state, federal and local government and policy organizations.

Former UC President Emerita Janet Napolitano is a ladder rank faculty member at the School, and she has expanded the academic research in Security Policy, as well as enabling connections with both current and former heads of state, both in the United States and abroad.
GSPP has been ranked first among Policy Analysis schools in the US for more than 20 years by US News and World Report. GSPP is also consistently ranked as one of the top graduate schools of Social Policy, and is and is currently ranked fourth nationally in the fields of Public Affairs and Environmental Policy & Management.

Application Review Date

The First Review Date for this job is May 8, 2025

Responsibilities

- Engages in and leads Graduate Student Researchers (GSRs) in data collection, cleaning, and coding, including: searching for newly introduced state legislative bills and tracking their status in the legislative process; reviewing and overseeing GSRs' work for accuracy; coding and

categorizing legislative provisions; and general maintenance of the Voting Laws Roundup database.

- Develops computational tools (e.g., using large language models, machine learning for text analysis and classification, etc.) to assist in the collection, cleaning, and coding of legislation.
- Collaborates with the Brennan Center representatives in the development, writing, creation, and dissemination of the Voting Laws Roundup publication.
- Develops systems for organizing data to analyze, identify and report trends. Systems organize large data sets that are transferred from surveys and stakeholder opinions. Organization shows the common ground and differences between data sets. Ability to then find solutions based on common ground.
- Assists GSPP Democracy Policy Lab affiliate scholars in using the Voting Laws Roundup database in academic research.
- Analyzes the interrelationships of data and defines logical aspects of data sets. Uses cause and effect techniques, network diagrams, and other techniques as needed to analyze data.
- Finds the scope of the data that can be analyzed in order to complete a project deliverable.
- Manages database of research data for projects. Organizes and sorts data for stakeholders, including project funders and consultants. Updates database on an as needed basis. Maintains an accurate database.
- Keeps abreast of technical advances in storage, documentation and dissemination of computerized data. Understands and knows best documentation and storage programs. Suggests new programs on an as needed basis.
- Implements related business processes. Initiates or assigns business process when a new project task is starting. Understands new processes are needed depending on project task and milestone goal and plans timelines accordingly.

Required Qualifications

- Experience and expertise in understanding and summarizing the substantive content of legislation, especially at the state level.
- Proficiency in managing databases in Excel and Google Sheets.
- Experience with data cleaning, management, and quantitative analysis using R.
- Experience in computational text analysis, using machine learning and/or large language models (e.g., ChatGPT) for tasks such as classification, topic modeling, or sentiment analysis.
- Strong written and verbal communication skills.
- Bachelor's degree in related area and / or equivalent experience / training

Preferred Qualifications

- Substantive knowledge of and interest in American politics and policy, especially with regard to voting rights, election administration, and democratic institutions.
- Additional educational certifications in public policy, political science, economics, business, psychology, sociology, or related social research or analytic fields.

Salary & Benefits

This is a 3-year full-time contract position. This position is eligible for hybrid remote/on-site work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is $90,000 - $105,000, annually.

How to Apply

To apply, please submit your resume and cover letter.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an

administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

UC Sexual Violence and Sexual Harassment Policy
UC Anti-Discrimination Policy
Abusive Conduct in the Workplace

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the U.S. Equal Employment Opportunity Commission poster.

The University of California's Affirmative Action policy.

The University of California's Anti-Discrimination policy.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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