Position: **Research Associate - Data Analyst, Labor Specialist**

### About the California Policy Lab

The California Policy Lab creates data-driven insights for the public good. Our mission is to partner with California’s state and local governments to generate scientific evidence that solves California’s most urgent problems, including homelessness, poverty, crime, and education inequality. We facilitate close partnerships between policymakers and researchers at UCLA and UC Berkeley to help evaluate and improve public programs through empirical research and technical assistance.

### The role

The California Policy Lab is seeking a Data Analyst with a background in labor economics and experience using administrative microdata on employment, earnings, and/or job training programs. The Labor Specialist will contribute to our organization's proven track record of bridging the gap between academic researchers and government policymakers at the local level in Los Angeles, and at the state level in California. The California Policy Lab has unparalleled access to administrative data that will be used to help inform policymaker responses to the worst unemployment crisis since the Great Depression.

The successful candidate will have exceptionally strong skills in data manipulation, wrangling, and cleaning, and experience running, testing, and interpreting a variety of linear models including OLS, logit, negative binomial, Poisson, and proportional hazards. He or she will be passionate about using data to find innovative solutions to labor market problems facing California policymakers and citizens. This position requires an individual who is able to work as a part of small research teams running multiple projects concurrently. We seek highly organized individuals with superior written and verbal communications skills and excellent time management ability. The Labor Specialist also will be required to follow coding guidelines established by CPL and to contribute to the organization’s efforts to build richly detailed documentation of the data we use.

The Labor Specialist will report to CPL’s Research Director and will work collaboratively with CPL’s Faculty Director, other CPL staff, and our partner agencies. This position is based in Los Angeles, California; remote start options and flexible relocation timelines are available during the ongoing pandemic.

### Education and experience required

Applicants must have a bachelor’s degree in economics; master’s degree strongly preferred. Applicants must also have at least one year of relevant research experience; experience gained in school does not count toward the requirement. Two to three years of professional post-baccalaureate experience preferred.

### Responsibilities
• Clean, merge, and match data from large and complex administrative datasets.
• Perform exploratory analysis on new datasets and identify potential research questions or projects the data could support.
• Work with CPL’s Faculty Director and research managers to write detailed analysis plans that specify outcomes of interest, list covariates, and include power calculations.
• Fit and test a variety of statistical models and summarize the results in neatly formatted and clearly written reports.
• Provide in-person progress reports to CPL Directors and research team members.
• Prepare results in creative and visually appealing ways for memos and presentations targeting both policymakers and academic researchers.
• Create or add to existing data documentation that supports CPL’s research projects.
• Write replicable code adhering to CPL’s coding guidelines.

Competencies

Required:
• Substantive knowledge of quantitative research methods and casual inference.
• Substantive knowledge of and interest in labor economics.
• Mastery of data analysis and data management in Stata, SAS, or R.
• Attention to detail and ability to organize and document workflow.
• Strong initiative and a resourceful approach to problem-solving.
• Superior verbal and written communication skills.
• Ability to work independently and as part of a team.
• Ability to multi-task with demanding timeframes.
• Ability to work discreetly with sensitive and confidential data.

Preferred:
• Experience working in an academic or think-tank environment.
• Substantive knowledge or experience in at least one of our five core research areas – homelessness, criminal justice, poverty, education, or labor.
• Project management experience.
• Understanding of relational database concepts and experience with SQL.
• Experience with business intelligence tools such as Tableau or PowerBI.

To apply

All applicants must apply online at UCLA Career Opportunities using requisition number 32259. Candidates who pass an initial resume review will be contacted for additional pre-interview screening.

Affirmative Action/Equal Employment Opportunity Statement

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, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.