



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 3/2020)

**Proposed**

**Classification(s):** Research Data Specialist II (GIS)

**Working Title:** Research Data Specialist II (GIS)

**Position Number:** 700-5758-003

**Division/Office:** Siting, Transmission and Environmental Protection/GIS Services Unit

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):**

**Effective Date:** July 1, 2020

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the general direction of the Energy Resources Specialist III (Supervisory) in the Administration Office, the Research Data Specialist II (RDS II) performs at the level of an advanced data scientist with an emphasis in Geographic Information Systems (GIS). The RDS II will work independently and as a member of a team of other data and GIS specialists and various subject matter experts in other fields to perform the more complex energy related research, analysis, data acquisition, data development, data management, cartographic, application development, and knowledge transfer projects involving modern data science workflows, techniques, standards, and best practices. The RDS II will be a steward of various datasets and applications serving as the Commission's primary subject matter expert and point of contact in collaboration with internal staff and other government agencies and stakeholders.

The RDS II will work as an advanced GIS Specialist assigned to various energy related projects in areas such as GIS program development, California Environmental Quality Act (CEQA) support to jurisdictional electric generation facilities and large renewable energy planning areas, California energy infrastructure resiliency emphasizing safety and reliability, California energy equity designed to expand the inclusion and participation of underserved communities and support other Energy Commission efforts to lead the state to a 100 percent clean energy future.

The RDS II will work in an evolving digital environment as the Energy Commission modernizes its information systems to support a remote, yet collaborative work from home approach emphasizing the need for a reliable, self-starter who has the capability of independently researching and troubleshooting challenges, strong communication skills and customer service, experience and a willingness to learn to work with cloud technologies such as Microsoft Office 365 (Outlook, OneDrive, Word, Excel, Excel, Power Point, OneNote, SharePoint, and Teams), Esri ArcGIS Pro and Online, Tableau, and Snowflake. Other desired qualifications include fluency in GIS technology, Python, SQL, and/or HTML.

### **Essential Duties**

- 45% Lead and conduct detailed analysis and provide technical assistance on GIS related projects. The RDS II will perform the more complex energy related research, analysis, data acquisition, data development, data management, cartographic, application development, and knowledge transfer projects involving modern data science workflows, techniques, standards, and best practices. Assignments may include, but are not limited to: identifying data sources, evaluating data collected, and identifying gaps in data; developing processes, methods, and routines to collect, clean, and transform data to ensure it meets specific data quality standards.
- 35% Responsible for performing detailed analysis and provide technical assistance on GIS related projects for cataloging data, developing data dictionaries, developing data libraries, and querying, analyzing, and visualizing data to support policy development and program performance tracking. Additionally, serve as data steward, subject matter expert, and point of contact of assigned datasets and applications.
- 10% Organize, conduct, and participate in workshops, hearings, conferences, briefings, and training sessions.

### **Marginal Duties**

- 5% Assist GIS Services Unit staff operate and maintain specialized document production equipment including large format plotter, laminator, cutting table, scanner and printer.
- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate CEC remote/telework tools such as Microsoft Office 365 (Word, Excel, PowerPoint, OneDrive, SharePoint, Teams), Zoom, and Internet browsers. Video participation is encouraged.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Kyle Emigh \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_