

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
Bargaining Unit: 1

<b>EMPLOYEE:</b>	<b>CLASS TITLE:</b> Research Data Specialist I	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Recovery Directorate/Interagency Recovery Coordination Branch/Recovery Support Functions	<b>POSITION NUMBER:</b> 163-566-5742-XXX (CN XXXXX)	<b>CBID:</b> R01
<b>TENURE:</b> Permanent	<b>TIME BASE:</b> Full Time	<b>WORK WEEK GROUP:</b> 2
<b>APPT EFFECTIVE DATE:</b>	<b>RANGE (IF APPLICABLE):</b> N/A	<b>PROBATIONARY PERIOD:</b> <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
<b>IMMEDIATE SUPERVISOR:</b>	<b>CONFLICT OF INTEREST CATEGORY:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DMV PULL PROGRAM:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>1. SUPERVISION RECEIVED:</b> The Research Data Specialist I is under the general direction of the Program Manager I.		
<b>2. SUPERVISION EXERCISED:</b> N/A.		
<b>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):</b> Physical tasks include sitting, standing, lifting, bending, etc. Some fieldwork may be required. Mental tasks include working well as a team player, working under changing priorities (flexibility), irregular hours, and working under pressure during disasters.		
<b>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):</b> The incumbent has contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff, federal and tribal governments, external state agencies, local government representatives of high level personnel, public groups, and/or individuals.		
<b>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):</b> The incumbent is responsible for independent action and initiative in carrying out assigned duties. Lack of knowledge, understanding, good judgment, and adequate analyses could result in misleading information being given to Cal OES decision-makers. Failure to follow through on duties and assignments may result in less informed decision making and potential negative fiscal impacts which may have negative consequences for the public.		
<b>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:</b> When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:  You may be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff are required to complete operational related training and participate in either incident support or incident management teams that rotate activation availability on a monthly basis. You may be required to participate in emergency drills, training, and exercises.		

**CONTINUED: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). State or nationwide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable).

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

**7. JOB DESCRIPTION/GENERAL STATEMENT:**

Under the general direction of the Program Manager I, the Research Data Specialist I (RDS I) works with Cal OES program staff and performs a broad range of research activities involving data analysis and evaluation work necessary to accomplish the objectives and tasks of the six primary recovery outcomes, Community Planning and Capacity Building, Economic Recovery, Health and Social Services, Housing, Infrastructure, and Natural and Cultural Resources. In alignment with the National Disaster Recovery Framework and the California Disaster Recovery Framework, the incumbent will identify and utilize metrics for effectively measuring disaster impacts, identify relevant strategies and useful resources, and identify and utilize data to track recovery post-disaster.

The RDS I independently performs technical research and statistical work, analyzes, plans, and coordinates program related efforts to support activity associated with implementing program objectives, and provides a wide range of other analytical and technical tasks related to recovery efforts. The RDS I develops and maintains a thorough knowledge of available data sources and Cal OES programs, selecting appropriate methodologies, and using various computer programs to obtain and analyze data and evaluate the impact of changes to existing programs. The RDS I must be able to clearly interpret, document, and present research findings to management and other units within Cal OES.

Incumbents are responsible for a wide range of research and analytical duties regarding complex statistical data including statistical investigation for use in the resolution of multiple program related issues. The incumbent performs detailed research and analysis; develops and evaluates alternatives, recommendations, solutions, and conclusions or approaches to research problems. The incumbent should possess the ability to analyze situations accurately, reason logically, implement policy and regulations, and be able to effectively communicate with Cal OES staff and management, public agency representatives, and federal staff for proper action.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p><b>(E) DATA ANALYSIS:</b></p> <p>The RDS I has primary responsibility for a wide range of research and analytical duties for the Recovery Support Functions Section. Conducts exploratory research to identify data trends and research complex issues. Develops analytical datasets from a variety of internal and external sources, validating data quality, documenting data definitions and securing confidentiality. Examines and makes suggestions for improvements to existing procedures, data sources and information technology functions. Selects appropriate research methodologies, noting any limitations of final study designs. Applies complex statistical techniques and models to evaluate programs and services. Assists in the development of program metrics and benchmarks. Drafts recommendations and discusses the benefits and disadvantages of alternative actions. Develops and implements error identification and resolution procedures using quantitative, basic statistical analyses that are fully documented and auditable.</p> <p>Conducts Recovery studies and analyses to develop and evaluate alternative solutions to program related issues and related research topics such as historical disaster events and impacts to local jurisdictions; recovery structure and resources of State and local governments; jurisdictional demographics and statistics, including but not limited to social vulnerability, income, unemployment, poverty, housing, government program participation rates; federal funding programs, past and present; local recovery efforts and outcomes, and other federal, state, and local resources related to disaster mitigation, response, and recovery to support the implementation of the California Disaster Recovery Framework. Advises management, departmental staff, and other internal and external stakeholders on findings related to the assigned area of research. Independently gathers, coordinates, conducts and review analyses and computations using statistical methods, and good judgment. Interprets and generates findings of projected impacts of proposed federal and state legislation; regulations; Recovery program issues; and policies and makes recommendations to Management. Develops and utilizes research methodologies to draft fiscal impact documents, and proposed Recovery/Disaster Policy Changes. Conducts other investigations as necessary to gather and integrate program data to develop, implement, and coordinate disaster recovery operations potential for improvement.</p> <p>Works independently and in collaboration with Cal OES program staff to provide analytical services that support the emergency management mission of the organization. Develops and maintains documentation to facilitate the project management (e.g., identifying required data and resources needed to complete a project) and workload management process for projects (e.g. tracking and monitoring project outcomes, deliverables, and timelines).</p>

30%	<p><b>(E) RESEARCH AND REPORTS:</b>  Conducts independent research and analysis using appropriate statistical methodologies, the use of computer programs and software (e.g., SAS) to identify grant funding opportunities, technical support options, and coordination opportunities to aid communities in short, interim, and long-term recovery phases. Develops and presents reports and data that may be used by Cal OES management, executive staff, the legislature, control agencies, public information staff, or the media to support recovery efforts. Prepares understandable research and statistical reports of data analyses, findings and recommendations, including clear data graphics and instructive narrative summaries with benefits and disadvantages. Identifies relationships and trends in order to forecast potential risk; recognizes improvement opportunities; ensures compliance with performance metrics, and supports change in state programs or systems; provides analysis of all hazards and vulnerabilities throughout the State of California.</p> <p>Prepares various written technical research reports, research grant proposals, survey, etc., to provide or request information from other resources (e.g., Federal and State laws). Monitors and analyzes proposed legislation for potential impacts to disaster programs and recovery.</p>
20%	<p><b>(E) COMMUNICATION:</b>  Exhibits innovative reasoning and approaches in satisfying the objectives of the Division's management and provide recommendations through verbal presentations and written narratives. Maintains and develops contacts with both internal and external agencies to promote positive working relationships and carry out joint research projects.</p> <p>Works with Unit staff and stakeholders about data visualization capabilities and any relevant public visualizations useful to current recovery or disaster projects or duties. Suggests to management opportunities to share and demonstrate new dashboards, interactives, data visualization tools to create greater awareness of disaster programs and recovery.</p> <p>Translates disaster statistical data and findings into appropriate language for a wide range of emergency management audiences allowing them to make informed decisions.</p>
10%	<p><b>(E) BACK UP SUPPORT:</b>  Provides accurate analyses of past, present, and ongoing disasters and works on new solutions to provide continually improving situational awareness during disasters. Works with partner organization staff to design appropriate scenarios, to fully prepare for disaster operations environments. Offers training and provides technical assistance to professional personnel. Maintains awareness of subject matter in the Recovery program, including research findings, research design, and statistical analysis.</p>
<b>Percent of Time</b>	<b>MARGINAL FUNCTIONS</b>
5%	<p><b>(M) OTHER JOB-RELATED DUTIES AS REQUIRED:</b>  The incumbent performs other job-related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but are not limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER INFORMATION**

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions; be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

**SIGNATURES**

**Certification of Applicant/Employee**

*Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.*

*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 accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*