

☒CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Research Data Specialist II	POSITION NUMBER 538-103-5758-004
WORKING TITLE Strong-Motion Data Products Specialist	DIVISION/UNIT California Geological Survey/Earthquake Engineering Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION N/A

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER:	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department’s mission and vision.

GENERAL STATEMENT:

The Research Data Specialist II supports the efforts of the Earthquake Data Products Unit in the California Strong Motion Instrumentation Program (CSMIP) of the California Geological Survey (CGS). Under the general direction and supervision of the Senior Engineering Geologist, the Research Data Specialist II is responsible for complex analysis of earthquake data and station information in response to client’s reporting requests. The incumbent will utilize modern software technologies to query strong-motion data and seismic station information from flat files and the Center for Engineering Strong Motion Data (CESMD) database for use in research to develop forecast models. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
30%	Responsible for the operation, design, monitoring, and back up of software applications and tools aimed at optimizing queries across extensive sets of strong-motion data stored in repositories and databases, which may include, but is not limited to, the CESMD and the

POSITION DUTY STATEMENT

	Virtual Data Centers (VDC). Oversee CESMD and VDC websites to ensure the accurate provision of data and metadata to engineering and scientific communities. Collaborate closely in the detailed review and upload of intricate earthquake data and metadata to the CESMD database and the VDC, in partnership with the United States Geological Survey. Coordinate comprehensive examination and analysis of intricate earthquake data alongside its associated metadata, generating essential visualization models pivotal for scientific investigation.
25%	Independently Monitor and detect, log, and report any operational issues observed on the Strong Motion Automated Recovery and Analysis (SARA) system. Load and update seismic station and site geology metadata. Independently research and compile strong motion data in response to user data requests. Independently process and load late recovery strong motion data to the CESMD.
25%	As a subject matter expert, develop tools to automate data processing and uploads to CESMD. Independently assist with developing scripts that perform specific tasks to be integrated with the SARA system. Collaborate with the IT department to provide data quality assurance in support of the efforts to migrate data repositories and the SARA applications to designated on- premises and cloud servers.
15%	Independently retrieve and analyze information regarding website usage and download statistics of CESMD users for planning purposes of the state and federal agencies and the CESMD advisory committee. Independently generate system performance reports and data comparisons for quality control purposes. Independently document the performance of the databases and update the procedures with modifications to databases, websites, and the automated system.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adhering to department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Research Data Specialist II receives direction and supervision from the Senior Engineering Geologist Supervisor of the Data Products Unit.

SUPERVISION EXERCISED:

May serve as lead on projects specific to the Data Products Unit.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE.

PERSONAL CONTACTS:

The Research Data Specialist II interacts daily with the Engineering Geologist and the Research Data Specialists of the Data Products Unit. Occasionally may be required to meet with other State and local agencies.

(Research Data Specialist II)
(10/23/2025)

DUTY STATEMENT REVISION:

POSITION DUTY STATEMENT

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed, consequences may include, but are not limited to:

- Inadequate job performance by the RDS-II may result in a significant delay in the dissemination of critical data to stakeholders after an earthquake. The delay and potential inaccuracies in the data caused by inadequate work of by RDS-II is more time sensitive in cases that the strong-motion data are used for rapid response to earthquakes by the earthquake emergency response teams.

CONDUCT AND ATTENDANCE EXPECTATIONS:

You are expected to be courteous, treat others fairly, honestly, with respect, work cooperatively, and provide the highest level of service possible when interacting with state employees, peers, management, and the public. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for CGS are Monday through Friday from 8:00 a.m. to 5:00 p.m. Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures. Working at home, before and/or after hours is unauthorized unless pre-approved. Commute to or from the office is not considered time worked.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	<ul style="list-style-type: none">• Works in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor and printers under non-natural lighting for prolonged periods of time.• Work in a high-rise building.• Use equipment such as computers, printers, and plotters.• Bending and stooping to retrieve and replace files and records.• Moving about the office and standing or sitting during in-person meetings is also necessary.
OCCASIONALLY	<ul style="list-style-type: none">• Travel via private transportation (i.e., automobile, airplane, etc.) inside California may be required.• Operation of state-owned vehicle to drive long hours to meetings.• Working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California.• Walking on irregular surfaces at field-sites may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name

Employee Signature

Date

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name

Supervisor Signature

Date