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| <b>Classification Title:</b><br>Research Data Specialist I                  | <b>Branch/Division/Bureau:</b><br>Climate and Sustainability Branch  |
| <b>Working Title:</b><br>Climate and Catastrophe Risk Mitigation Specialist | <b>Office/Unit/Section/Geographic Location:</b><br>Climate & Sustainability /// Sacramento (300)             |
| <b>Position Number (13 Digit):</b><br>413-129-5742-901                      | <b>Conflict of Interest Position:</b><br><input type="checkbox"/> NO <input checked="" type="checkbox"/> YES |
| <b>Employee Name:</b>   | <b>Effective Date:</b>   |

**BASIC FUNCTION:**

Under general direction of the Insurance Model Advisor, the Research Data Specialist (RDS I) serves as a Climate and Catastrophe Risk Mitigation Specialist, and will focus on supporting and developing processes, preparing complex statistical analyses, and recommending policies that reduce climate risks, including those related to wildfire, extreme heat, and flooding events.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.).

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

**ESSENTIAL FUNCTIONS:**

35% Independently researches and supports the development of protocols, datasets, testing procedures, maps/visual aids, and technical questions/inquiries related to catastrophe and risk models, and the role of climate risk mitigation in these models, for the department's Pre-Application Required Information Determination Review Process . Provides recommendations to the Model Advisor and Senior Deputy Insurance Commissioner on the policy applications of modeling information and public policy alternatives that would enhance resilience to wildfire, flooding, extreme temperature, landslides, and severe storms, including analyses of critical infrastructure, utilities mitigation, and community mitigation.

30% Independently develops and designs complex analyses, datasets and database systems to track, model, and understand the current impact, potential impact, costs

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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and benefits, and current uptake of actions and strategies that reduce risks from climate-intensified perils. Develops and evaluates queries and makes recommendations for additional digital databases required within the California Department of Insurance (CDI) C&S Branch. Conducts technical research and partners with university experts for designing new experimental approaches, data gathering and quality assurance strategies, and public data tools.

- 15% Convenes, communicates with, and manages interaction with stakeholders for expert consultations, model review processes, and other collaborations with state, local, and federal government agencies on mitigation of risks from climate-intensified perils.
- 15% Independently researches, assesses, prepares, and presents policy analysis reports based on insurance protection gaps, and physical and transition climate risks. Conducts research on the availability and suitability of risk mitigation and resilience tools for local governments use in reducing vulnerability and financial exposure to catastrophic risk. Evaluates emerging climate risk techniques, including those used by other financial regulators. Identifies and evaluates common physical, transition, and other climate risk assessment tools used by the insurance sector.

**MARGINAL FUNCTIONS:**

- 5% Maintains an organized electronic shared filing system of all current working documents, as well as maintains climate risk related databases and report updates. Assists C&S Branch staff with preparation of data resources needed for responses to internal and external requests for information on scenario analyses, investment data, or risk information.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- The incumbent must be able to work in a high-rise office building.
- The incumbent must be able to move up to 10 lbs., if necessary, during travel.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

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**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 the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name