

# San Francisco Bay Conservation and Development Commission

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## DUTY STATEMENT

**NAME:** TBD

**CLASSIFICATION:** Research Data Analyst I

**WORKING TITLE:** Research Data Analyst I

**UNIT/DIVISION:** Regulatory Division

**SUPERVISOR:** Senior Bay Development Design Analyst

**FLSA:**

**CBD:**

**TENURE/TIMEBASE:** Full-Time, 24-Month Limited-Term Position

The Research Data Analyst reports to the Senior Bay Development Design Analyst (Senior Landscape Architect) and works in close collaboration with the GIS Program Lead. Under general direction, the Research Data Analyst will support the development, maintenance and enhancement of data tools related to public access in the San Francisco Bay region. They will also develop and utilize research methodology, analysis techniques, and support data communication related to public access.

### ESSENTIAL FUNCTIONS:

#### 30% Basic Research, Data gathering

- Review existing public access data and agency user needs, to recommend public access data schema and structure;
- Seek input from regulatory and compliance staff on priority shoreline areas, data structure, and access needs;

#### 30% Research and Data synthesis

- Research public access from BCDC permits, and digitize lines and polygons from mapped exhibits, application materials, and/or site conditions, using ESRI ArcPRO software

#### 30% Technical and Scientific Communication

- Support the development of an interactive web-based Shoreline Public Access Guide using ArcGIS Online, including Experience Builder, StoryMaps);

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- Support the development of communications and outreach materials for broad audiences, including BCDC staff, Commission, members of the public, partner agencies and organizations and other interested and affected parties;

**10% General**

- Participate in various BCDC staff programs and projects and make oral presentations to the Commission, public interest groups and other state and local agencies.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Techniques and methodologies of Geographic Information Systems (GIS).
- GIS software (e.g. ArcPRO), GIS analyses and mapping, and cloud-based GIS (e.g. ArcGIS Online); graphics and design software; and content management systems.
- Webtool and widget development, especially related GIS software (e.g. ESRI experience builder).
- Principles and procedures of digital spatial data entry, storage, analysis and output; programming techniques for geographic analysis (e.g. R, Python, Javascript); database design and management techniques; cartographic design and production techniques; web application design and development.

**Skills:**

- Data management.
- Review and interpret permits, planning, and policy reports.
- Draw sound conclusions and recommendations from research, analysis, and review.
- Project organization and management.
- Working knowledge of Microsoft Word, Excel, and PowerPoint.

**Ability to:**

- Apply spatial analysis techniques and methods to complex problems.
- Develop procedures for collection and integration of data sources.
- Design effective cartographic products using standard mapping practices and conventions.
- Communicate complex technical and scientific information to both expert and non-expert audiences.
- Analyze situations accurately and take effective action.
- Establish and maintain effective and cooperative relationships with professionals from diverse fields and levels.

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- Work independently.
- Prioritize and manage multiple assignments.
- Uphold BCDC's values of diversity, equity, inclusion, and environmental justice.

## **WORKING CONDITIONS**

Work within the regulatory division of the agency.

Attend meetings throughout the Bay Area, as required. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.

Work in primarily office conditions, consisting of working in a stationary position (such as sitting or standing) for long periods of time using a keyboard and computer.

Work in a multi-story office building, Monday through Friday 0800-1700 (normal working hours). Flexible hours and telework may be considered in compliance with the BCDC Telework Policy.

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.