



# Duty Statement

<b>Organization</b>	<b>Name</b>
California Natural Resources Agency	VACANT
<b>Position Number</b>	<b>Effective Date</b>
534-001-5731-001	TBD
<b>Classification Title</b>	<b>Working Title</b>
Research Data Analyst II	Research Data Analyst
<b>CBID</b>	<b>Supervisor</b>
R01	Environmental Program Manager I

## Position Description

Under the general direction of the Environmental Program Manager I for the Monitoring and Stewardship Unit, the Research Data Analyst II (RDA II) will be responsible for ongoing development, refinement, and maintenance of Geographic Information Systems (GIS) data and related systems, including maintaining geospatial tools created for CNRA. The RDA II will work with the Research Data Specialist II (RDS II) to assist with GIS use within the Resources Agency Project Tracking and Reporting (RAPTR) system, a system that is open for use by all Departments, Boards, Conservancies and Councils under the CNRA umbrella. The RDA II will work with technical staff assigned to the Agency Bonds Consolidated Reporting System (ABCRS) to assist with GIS feature for ABCRS. Overall, the incumbent acts as a resource to staff regarding GIS services, performing the more independent, responsible, varied and complex data analysis to provide cartographic data visualization, and GIS services to the Agency. The incumbent works closely with colleagues within the Monitoring and Stewardship Unit as well as with the Agency's Budget and Administration, Policy, and Communications units, and with the multi-department Statewide Bond Unit team, to evaluate and package data that inform the Agency's funding and policy development and reporting requirements in the areas of bond fund accountability, climate, forest, fire, watershed health, community sustainability, community demographics, working landscapes, parks, trails, and outdoor recreation. The incumbent is expected to have journey-level knowledge and abilities concerning general and geospatial data analysis and statistics. The position may require occasional travel.

## Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

## Essential Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the

public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

### **30% -- Geographic Information Systems (GIS), Cartography, and Data Visualization Services**

Recommends, maintains, and provides GIS related tools, database solutions, data visualization, and science communication services to the Agency in support of education and outreach product development, grant program evaluations, and outcomes reporting.

- Researches, analyzes, and produces spatial data, maps, aerial images, web maps, and web mapping applications using ESRI ArcGIS Desktop and Pro Advanced, ArcGIS Online, Adobe Creative Suite, and other programs to support the Department's needs.
- Researches, identifies, and compiles spatial data and converts them to relevant formats to communicate natural resource trends for education and outreach products, reports, and presentations.
- Acquires and processes GIS data, maps, and reports that align with the Departmental operations, policies, and standards.
- Creates custom maps (and maintain them up to date, as needed) based on an analysis of available information and desired outcomes. Ensures map products used for outreach and education can be understood by a wide variety of audiences.
- Develops and supports Agency and Bond Accountability websites with the textual, numerical, graphical, and spatial presentation of natural resource data.

### **20% – Data Analysis and Reporting**

Support multidisciplinary teams that include management, policy and science staff, and others with data analyses to inform project outcomes reporting and statutory reporting requirements.

- Works with colleagues to compile, edit, and organize program and project data in ArcGIS online, spreadsheet and/or relational databases.
- Utilizes scientifically accepted quality control and assurance measures for data collection, entry, and storage.
- Generates data and reports on the Agency's departments, boards, conservancies, and councils grantmaking activity for inclusion in information drills and for submission to regular reporting systems like the ABCRS and RAPTR systems.
- Develops and supports Agency and Bond Accountability websites with the textual, numerical, graphical, and spatial presentation of natural resource data.
- Researches, identifies, and compiles data using local, state, and national data sources and conducts analyses to support the Agency's programs.
- When doing data analysis and reporting ensures replicability using scripting and documentation.

- Interprets various quantitative data sources; makes recommendations to field, science, and executive staff on data-related issues.
- Uses industry-standard methods and techniques to edit and manage data integrity for creating new GIS layers from tabular data.
- Works with sensitive and confidential data.
- Maintains a GIS internal data library by acquiring, updating, and managing spatial data, tabular data, and reports, as well as supporting metadata covering the Agency's programs and project needs.

### **20% (E) – GIS Program Support**

Provides GIS services to achieve the goals and objectives of the Agency.

- Develops online spatial data, web maps, and web mapping applications using ESRI toolkits.
- Provides technical support and training to staff across Agency departments who are using GIS based tools required for reporting to the ABCRS and RAPTR systems, primarily with tools developed to evaluate and track investments that provide direct and meaningful benefits to disadvantaged communities, severely disadvantaged communities, and vulnerable populations.
- Consults with management and staff to inform future GIS budget needs and meet emerging requests.
- Researches new GIS technologies, software, and hardware and provides recommendations.

### **10% (E) – Data Communications Support**

Coordinate and prepare written materials, reports and summaries tailored for different audiences, to explain the data quality and consistency problems to be solved, approaches to doing so, and progress toward established quality and consistency benchmarks. Respond in a timely manner to ad hoc data and reporting requests using GIS tools, ABCRS, RAPTR, and other applications, collaborating with staff in other state programs as needed.

### **10% (E) – Positive Working Relationships**

Establishes and maintains positive working relationships with department staff across the Agency and within other state agencies, interested organizations, and other stakeholders.

- Coordinates projects with peers and management to ensure that projects and communications objectives are met.
- Responds to public and governmental agency inquiries and requests for digital and online data and maps.

### **Marginal Functions**

**5%** Perform other job-related duties as necessary for operational continuity. Provide support for special projects as needed.

**5%** Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

**\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.**

### **Employee/Supervisor Acknowledgement**

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.*

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_