DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT	POSITION NUMBER (Agency – Unit – Class – Serial) 368-513-5742-001	☐ CURRENT ☒ PROPOSED

PROGRAM POLICY	CLASSIFICATION TITLE Research Data Specialist I

SECTION/UNIT (If applicable) REAP	WORKING TITLE Data Analyst

REGIONAL HUB Sacramento	COI Yes	WWG 2	CBID R01	TENURE P	TIME BASE FT

WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814

INCUMBENT (If known)	EFFECTIVE DATE

PRIMARY DOMAIN (IT positions only)	Choose an item.

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include Enterprise Operations, State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude. LCI is an organization committed to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

The State Clearinghouse (SCH) was established in 1973 and continues to implement the original statutory duties of the Office, including the California Environmental Quality Act (CEQA), planning and land use policy, and preparation of the Environmental Goals and Policy Report. The SCH is the hub for resources and direct assistance that facilitates informed decision-making by public agencies and the public.

Under the general direction of the Data Team Lead and the Data and Operations Unit Manager, the Research and Data Specialist I (Data Analyst) independently performs and directs complex data analysis in response to ad-hoc research and reporting requests and supports with modernization efforts. The Data Analyst has responsibility for completing complex research projects or activities, which involves defining and creating new data models and visualizations to ensure information needs are met.

The Data Analyst will perform quantitative and qualitative data-driven research and statistical analysis. The Data Analyst will take part in the gathering, compiling, populating, editing, and interpreting structured and unstructured data, or create, implement, troubleshoot and monitor data reporting tools, simulation models, and procedures to assemble and structure the necessary data.

The Data Analyst will present findings in a user-friendly format, such as tabulated charts or dashboards, make comparisons with similar or historical data, and/or discuss the findings in writing.

DUTY STATEMENT

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use addition sheet if necessary)*
100%	**ESSENTIAL FUNCTIONS**
35%	**Data Creation and Maintenance** • With direction from the Senior Data Analyst, support the mapping of every eligible urban infill site in California per SB 131. This includes interpretation of local planning documents. • Assist in the creation and/or consolidation of authoritative datasets critical for the State Clearinghouse's data-powered tools such as Site Check, CameoCamp, and CEQANet. • Use data analytical and visualization tools like ArcGIS, PowerBI, and R/Python to compile data and produce insights that inform how LCI can improve LCI's regional planning services. • Maintain and update data tools, including adding new layers and functionality as data sets become available, verifying and cleaning existing data layers, and collecting feedback from internal and external users on desired functionality.
30%	**Data Coordination** • Coordinate with state partners and MPOs to acquire authoritative datasets for LCI's data tools and develop methodologies where relevant. • Identify with interagency partners data needs, gaps, and opportunities to better collaborate on tools and projects. • Collect relevant land use planning information and solicit feedback from external partners, including local governments and developers, to inform observed data gaps, priorities, data collection standards, and existing needs in the data space. • Serve as LCI's data specialist representative on interagency working groups.
30%	**Research and Analysis** • Support LCI's cross-team modernization initiatives and projects that strengthen LCI's capacity for information-sharing and knowledge management and relevant to the land use and climate innovation space. • Collaborate with interagency partners on infill metric work related to SB 131 • Utilize qualitative and quantitative skills to analyze data and prepare maps and other data visualizations for tools, presentations, and reports. • Respond to ad-hoc requests for reports and briefs to inform decision making. • Communicate findings relevant to stakeholders in a clear and succinct manner. • Monitor research and stay abreast of current policy and trends related to climate, land use, environmental protection, and sustainable development.

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	MARGINAL FUNCTIONS
5%	- Maintain project documentation - Perform other job-related duties as required

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design, methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.

Ability to: Plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues.

DESIRABLE QUALIFICATIONS:

- Extensive knowledge of GIS

- Previous experience creating, updating, and retrieving data from databases like PostgresSQL and Snowflake

- Previous experience visualizing data with dashboards with analytics software like PowerBI and Tableau

- Previous experience with modernizing outdated processes

- Knowledge of local and regional planning, zoning, and the principles of sustainable development

- A basic understanding of state and federal environmental data sources and tools

- A basic understanding of the California Environmental Quality Act

- Strong written and verbal communication skills

- Experience translating data for different audiences

- Strong analytical and problem-solving skills

- Ability to work in a fast-paced environment with rapidly changing priorities

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SPECIAL PERSONAL REQUIREMENTS:

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

HRO Approved: XX/XX/25 YP