

<b>Classification Title:</b> Research Data Specialist II	<b>Branch/Division/Bureau:</b> Climate & Sustainability Branch
<b>Working Title:</b> Research Data Specialist II	<b>Office/Unit/Section/Geographic Location:</b> Data Analytics and Reporting Unit / Los Angeles
<b>Position Number (13 Digit):</b> 413-318-5758-003	<b>Conflict of Interest Position:</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**BASIC FUNCTION:**

Under the direction of the Chief and Data Analytics & Reporting (DAR) Supervisor, the Research Data Specialist II (RDS II) is responsible for project management duties on all mandated research projects and special executive assignments. The RDS II will be responsible for all aspects of a research project from start to finish. The RDS II will serve as the senior analyst on Property & Casualty related research projects and special executive assignments. The RDS II will be required to effectively use project management skills, strong organizational and planning skills, multi-tasking techniques, problem solving skills, team building skills, and communication skills in a highly complex environment requiring his/her attention on several concurrent projects with multiple deadlines. The RDS II will work with senior-level staff in the continuous development and improvement of data collection techniques, project tracking tools, data validation tools, and existing reports. This may require the innovative and/or original development of complex data reports, validation tools, and templates. Additional responsibilities include assisting DAR staff, and team leads on complex data validation issues, master table development, and report development.

Occasional travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay.

**ESSENTIAL FUNCTIONS:**

25% Performs project management which may consist of systems analysis, testing, and any other functions necessary to collect and validate the data for a special project or a specific mandated project; project planning, provide direction, and advise and assist team members; report and keep track of project analysts' assigned tasks and timelines; and develop a functional tracking system that includes team member notations and file assignment status.

25% Responsible for the review of files to ensure data quality. The RDS II will be required to periodically review a sample of closed files from each team member (senior and staff analysts) to ensure that established procedures and protocols were followed and to address any missing items, explanation and errors in the original or resubmitted filing.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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- 20% Work on special executive assignments covering, but not limited to, data collection and validation on disaster related studies or other “hot topic” insurance issues as designated by Insurance Commissioner or Executive Staff. Special executive assignments will also involve the development of reports, graphs, tables and spatial analysis involving GIS tables, maps and related tools.
- 10% Develop final reports and tables that ensure the project has been closed and is ready for release. This involves communication with DAR Chief, Supervisor, and other Senior Research staff to complete final master tables and related report materials. The RDS II will be called upon to develop ad-hoc queries and tables related to existing research projects and any requests assigned by DAR Chief and Supervisor.
- 10% Training and development of senior staff and team leads on high level data validation issues, master table development, and report development. The RDS II will also be expected to provide advice and assistance to team members in completing their assigned projects.

**MARGINAL FUNCTIONS:**

- 5% Maintain adequate documentation and backups for each project to include user and technical manuals, algorithms, and methodologies. Prioritize projects and tasks and project time frames for completion. Stay abreast of all laws, rules, and regulations necessary to successfully perform the duties and responsibilities of the position.
- 5% Provide backup support to other projects and other duties as assigned.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Incumbent must be able to work in a high-rise building and/or shared office environment (e-i., artificial lighting, controlled temperature, etc.).
- Incumbent must be able to use of computer keyboard, mouse, camera for virtual meetings, office equipment, telephone, and related software applications at a work station, daily.
- 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.

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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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name