



## DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-502-5729-001			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM CLIMATE		CLASSIFICATION TITLE Research Data Analyst I				
SECTION/UNIT (If applicable) Climate Science		WORKING TITLE Climate Research Data Analyst				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE LT	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.
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### 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 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 and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

### GENERAL STATEMENT

Under the direct supervision of the CA Climate Assessment Manager (Research Data Supervisor II), and in coordination with the ICARP Climate Services Team, the Climate Research Data Analyst I supports implementation of California's Climate Change Assessment and related climate services as part of LCI's Integrated Climate Adaptation and Resiliency Program (ICARP). The Integrated Climate Adaptation and Resiliency Program (ICARP), established through Senate Bill 246, is charged with developing a cohesive and holistic response to the impacts of climate change by coordinating state and local adaptation efforts. Through the enabling legislation, ICARP is centrally focused on efforts that advance climate equity and support integrated climate strategies, or those strategies that benefit both greenhouse gas reductions and adaptation.

SB 1320 requires the State to implement sustained California Climate Change Assessments, through ICARP. The Climate Assessment will invest in applied research to advance science-based climate policy, equipping public agencies and private, non-profit, and community-based entities in California with the information they need to identify climate-related risks and equitably and cost-effectively implement adaptation and resilience policy and practice. The Climate Assessment will integrate meaningful engagement and outreach throughout the entire five-year timeline, as well as advance a first-of-its-kind integration of Traditional Knowledge (TK) and tribal expertise into Assessment process and products. Governor's Office of Land Use and Climate Innovation (LCI), through ICARP, is the



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statutory lead for the Assessments, in partnership with the California Natural Resources Agency, California Energy Commission, and California Strategic Growth Council.

This position is a member of the LCI Climate Team, which works to integrate climate change into planning and investment decisions through the development of decision-support tools, actionable climate science, guidance, technical assistance, and grant programs. The Integrated Climate Adaptation and Resiliency Program (ICARP), established through Senate Bill 246, is a critical component of California's strategy and leadership on climate adaptation and resilience. ICARP's Vulnerable Communities Platform (VCP) aims to offer an open, accessible, and community grounded platform that holistically identifies the communities in California that are most vulnerable to climate change.

% 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. <i>(Use addition sheet if necessary)</i>
<b>100%</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	<p><b>Climate Data Analysis</b></p> <ul style="list-style-type: none"> <li>• Conduct climate data collection, validation, and analysis as assigned, using tools such as ArcGIS, R/Python, and others.</li> <li>• Support the development of data visualization applications and user-driven tools and modules using tools such as ArcGIS and Hub, PowerBI, Tableau and/or other types of visualization software packages in Python/R (matplotlib, ggplot). Applications may include online spatial mapping, web-based dashboards or data summaries, qualitative overviews of data, or participatory mapping and citizen science data solicited from community partners.</li> <li>• Support technical maintenance of the ICARP Vulnerable Communities Platform (VCP). Ensure the publicly available climate vulnerability mapping platform consolidates existing data to identify California communities most impacted by climate change.                         <ul style="list-style-type: none"> <li>○ Maintain geospatial and tabular datasets that characterize the intersection of climate hazards and social vulnerability for use in the VCP, and across the climate data services portfolio and LCI more broadly. Support LCI's climate team in analysis, management, and visualization of data included in the VCP, including but not limited to quantitative, qualitative, geospatial.</li> <li>○ Track and document findings, data needs and research opportunities to inform synthesis reports and workplans for future VCP tools development.</li> <li>○ Conduct data-driven testing to collect community feedback and update corresponding data integration, accordingly.</li> </ul> </li> </ul>
<b>25%</b>	<p><b>Climate Research Administration</b></p> <ul style="list-style-type: none"> <li>• Support the strategic planning, collaboration, development, implementation and tracking of CA Climate Change Assessment Synthesis Research                         <ul style="list-style-type: none"> <li>○ Prepare and present meeting materials for internal meetings and coordination with interagency or contractor teams</li> <li>○ Support research prioritization exercises and compile feedback received</li> <li>○ Provide expert review and editing support, including coordination with External Editorial Board</li> </ul> </li> <li>• Support Climate Assessment Research Authors with climate data guidance, analysis, and technical assistance, as relevant and assigned.</li> </ul>



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	<ul style="list-style-type: none"> <li>● Support Climate Assessment program evaluation activities           <ul style="list-style-type: none"> <li>○ Review relevant feedback, including but not limited to gap assessments and survey feedback to determine program monitoring indicators</li> <li>○ Design project-level monitoring criteria and evaluate project portfolios and deliverables</li> <li>○ Compile lessons learned and best practices, based on analysis and report findings to management, including recommendations for improvement, as needed</li> <li>○ Maintain regular monitoring schedule</li> </ul> </li> </ul>
<p><b>15%</b></p>	<p><b>Integrated Climate Adaptation and Resiliency Program Data Coordination</b></p> <ul style="list-style-type: none"> <li>● Support research on climate change impacts and vulnerability, including coordinating with subject matter experts to develop analysis techniques and data choices related to filling information gaps on climate vulnerability.</li> <li>● Gather data and conduct research to inform program development and implementation.</li> <li>● Serve as a technical point of contact for ICARP grant programs to support best practices and technical needs for various mapping and analysis applications, including climate vulnerability mapping, disadvantaged communities mapping, and to support technical needs for various programs across LCI.</li> <li>● Act as a subject matter expert to support contracted researchers and program staff seeking to use spatial data and mapping applications, and support climate services team based technical assistance and support on the use of the climate services portfolio, including but not limited to the VCP, the Adaptation Clearinghouse, and Cal-Adapt.</li> </ul>
<p><b>15%</b></p>	<p><b>Strategic Planning and Policy Development Program Coordination Support</b></p> <ul style="list-style-type: none"> <li>● Support community engagement and interorganizational collaboration, including but not limited to:           <ul style="list-style-type: none"> <li>○ Attending, documenting and participating in discussion at public workshops and informational briefings.</li> <li>○ Collecting community and expert input and drafting summaries to inform program priority setting.</li> <li>○ Designing and implementing surveys to gather input and data.</li> </ul> </li> <li>● Support processes to collect, analyze, synthesize, and integrate relevant resilience, policy, planning or budgetary data and information.           <ul style="list-style-type: none"> <li>○ This may include qualitative analysis (thematic coding, synthesis, evaluation), synthesis of existing data and reports, or use of geospatial/mapping tools (ArcGIS, QGIS), business intelligence tools (Power BI, Tableau), or statistical software (R Studio, Python).</li> </ul> </li> <li>● Serve as a liaison across SPPD programs, applying consistent frameworks and best practices.</li> </ul>
<p><b>5%</b></p>	<p><b>Participate as an active member of LCI's Climate Team and support LCI cross-agency efforts</b></p> <ul style="list-style-type: none"> <li>● Ensure implementation of ICARP priorities through active coordination with the climate team.</li> <li>● Research, develop, and write staff reports and presentation to support program recommendations to LCI leadership and the ICARP Technical Advisory Council.</li> <li>● Produce relevant meeting materials and pre meeting briefings; provide critical contributions and take responsibility for written meeting summaries; research, compile and summarize information for document composition, staff reports, and/or presentations.</li> </ul>



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	<ul style="list-style-type: none"> <li>Participate in relevant Strategic Policy and Planning Development branch working group meetings, technical document reviews, and general programmatic coordination.</li> <li>Participate in staff meetings, attend training, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned.</li> </ul>
	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	Perform other job-related duties as required.

### KNOWLEDGE AND ABILITIES

*Knowledge of:*

1. Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research.
2. Planning studies and investigations
3. Trend analysis procedures
4. Time management techniques to provide for efficient prioritization and completion of projects and assignments
5. Software to prepare spreadsheet summaries, reports, charts, and tables
6. Basic arithmetic and statistical techniques to analyze numerical data
7. Departmental policies and procedures.

*Ability to:*

1. Research, gather, compile, and analyze structured and unstructured data
2. *Conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations*
3. Prepare research statistical reports
4. *Analyze written and numerical data regarding solutions, and conclusions or approaches to research problems*
5. Manage workload consisting of multiple projects and assignments
6. Complete work under critical timelines to meet project objectives and deadlines
7. Be objective and flexible to adapt to changes in priorities and work assignments
8. *Gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.*

### DESIRABLE QUALIFICATIONS:

- Commitment to high ethical standards, integrity, and professionalism.
- Academic training and/or professional experience in policy or scientific disciplines.
- Strong scientific understanding of climate change.
- Bachelor's degree in relevant field.

### SPECIAL PERSONAL REQUIREMENTS:

- Well-developed oral, written, and interpersonal skills.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.



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- Committed to serving California's diverse communities and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to this position must be reasonably expected to exert 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 a 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.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision by the LCI Climate Assessment Program Manager. No supervision exercised. This position may mentor interns and fellows.

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