

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASS TITLE: Research Data Specialist I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Interagency Recovery Coordination Branch/ Recovery Analytics, Engineers, & Specialists/ Recovery Analytics Unit	POSITION/ CONTROL NUMBER: 163-567-5742-001 CN 10102	CBID: R01
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	Range (If Applicable)	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Research Data Specialist I (RDS I) is under general direction of the Supervisor II.
2. SUPERVISION EXERCISED:
None
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
Physical tasks include sitting, standing, lifting, bending, etc. Mental tasks include working well as a team player, working under changing priorities (flexibility), irregular hours, and working under pressure during disasters.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position has contact with internal Cal OES staff, branches, external state agencies, local government representatives, public groups, and/or individuals.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties of the position effectively could result in not meeting Executive and Branch deadlines, resulting in less informed decision making and potential negative fiscal impacts and negative consequences for the public.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short

notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under general direction of the Supervisor II, the RDS I works with Cal OES program staff to identify and resolve database-related issues, provide enhancements to applications and dashboard products, make recommendations for process improvements and new solutions for effective program management, and deliver analytical products for both program-specific areas and general emergency response and recovery. Works with external agencies on data sharing, distribution, modeling capabilities, and integrates data sharing capability within a web environment. The incumbent is responsible for researching, assessing, and preparing applications and geospatial services, and recommending adoption of applications and authoritative data services. Plans for and performs data creation and preparation for applications for the Cal OES Common Operating Picture (COP); Concepts of Operations for situational awareness in major disasters; and other products as necessary.

Performs these duties within various federal and state disaster assistance grant programs within the Cal OES Recovery Directorate including, but not limited to: the Public Assistance (PA) Disaster Grant; California Disaster Assistance Act (CDAA); Fire Management Assistance Grant (FMAG); Individual Assistance (IA), Hazard Mitigation Grant Program (HMGP); Hazardous Materials Emergency Preparedness grant (HMEP); Pre-Disaster Mitigation program (PDM); Flood Mitigation Assistance (FMA); and other grant programs.

The incumbent is well versed in data analysis tools and platforms within an enterprise environment with related experience in application development, integrations, data conversion, RDBMS, and web technologies. Under general direction, independently develops and designs data schemas and databases for emergency management sources and resource data. Evaluates available data and makes recommendations for additional databases needed within Cal OES. Conducts technical research and provides advice regarding application of software and data. Gathers, compiles, analyzes, and interprets data for database updates and maintenance.

In alignment with CalOES Recovery strategic guidance and leadership intent, the incumbent is a customer-focused problem solver, and is innovative in researching and offering recommendations for potential consideration to management.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Under general direction, designs and conducts the implementation of complex research projects for statistical analysis of program specific data projects in order to fulfill organizational needs for information analysis. Works independently and in collaboration with Cal OES program staff to provide analytical services that support the emergency management mission of the organization. The incumbent also works with program staff to understand business processes and identify available data sources related to desired analysis or graphical displays. The incumbent develops and maintains documentation to facilitate the project management and workload management process for projects. Identifies, develops, and implements new analytics capabilities utilizing project management best practices to address project planning, monitoring, management, and control functions. Monitor the evaluation of contract work for projects closely to ensure projects are completed on time, on budget, and meet all requirements.
30%	Works closely in collaboration with program staff, to research, develop, design, and implement innovative solutions to emergency management problems using data, basic computer language automations (python), and related tools and technologies, including newly available tools such as Smartsheet and tableau. Under general direction, is responsible for research and analysis that will ensure that appropriate methodologies are in place to meet Cal OES disaster planning, response, and recovery requirements.
15%	Provides analysis of all hazards and vulnerabilities throughout the State of California. Works with program areas to ensure that data analysis is adequately integrated in their activities. Coordinates with Cal OES information technology staff to ensure adoption of standards affecting referenced information.
15%	Provides accurate analyses of ongoing disasters and works on new solutions to provide continually improving situational awareness during disasters. Works with partner organization staff to design appropriate scenarios, to fully prepare for disaster operations environments.
Percent of Time	MARGINAL FUNCTIONS
5%	Performs other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☒	☐	☐	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
FINGERING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☒	☐	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: stairs	☐	☐	☒	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☒	☐	☐	☐

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/EmployeeF

Note – If you have any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title