

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 Analyst I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Recovery Operations Section/Public Assistance Division I/Public Assistance JFO 4856 Support	POSITION/ CONTROL NUMBER: 163-534-5729-904 CN 51562	CBID: R01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	Range (If Applicable)	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. SUPERVISION RECEIVED: The Research Data Analyst I (RDA I) is under direct supervision of the Program Manager I.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) Daily access to and use of a computer and telephone is essential. Sitting and standing requirements are consistent with office work. Participation in the Department of Motor Vehicles Employer Pull Notice Program will be required. Travel to disaster impacted communities throughout the state is required.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Daily contact and interact with other analysts, project operations staff, and Program Managers, and serve as a point of contact for local agencies, and recovery staff. Interact with Executives and staff from many branches of Governor's Office of Emergency Services (Cal OES), Federal, State, local agencies and military personnel/officials.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position could result in delayed recovery activities during emergency or disaster recovery, inaccurate correspondence and/or misinformation disseminated to various entities. This position requires high confidentiality, as documentation errors could lead to unnecessary costs and hinder client support for local emergency response and recovery.		
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 direct supervision of the Program Manager I, RDA 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. 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.

Provides support for other recovery programs including: Public Assistance (PA), California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Individual Assistance (IA) and other disaster related programs. The RDA I provide operational support, coordination, and technical assistance within the Public Assistance Branch for the above-mentioned programs.

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%	Program Analysis, Administrative Support, and Reporting Develop system processes to automate new or previously manual workflows. Analyze data sets to identify key data points, design formulas and reports to capture them, and create dashboards for management visibility. Implement automation in spreadsheets to optimize workflows. Set up notification alert workflows for enhanced situational awareness. Create forms to ensure consistent, controlled inputs into data systems and uphold data integrity. Manipulate and format data to bridge gaps between various programs (e.g., Smartsheet, Excel, Lotus Notes, Survey123/ArcGIS, Adobe Acrobat) using scripting languages like Python, VBA, and Bash. Structure data inputs for optimal tracking and data integrity. Update various Smartsheet grids, forms, and fields with current information.

30%	<p>Research and Planning</p> <p>Plans and prepares for meetings by drafting necessary documents, flowcharts, and other materials for distribution and presentation. Attends external meetings to explore new tools and assess their potential usefulness in Recovery. Conducts research on emerging technologies and methodologies that may be applicable to Recovery operations. Participates in various trainings as mandated by the Director. Research and apply methods to extend the functionality of existing tools using APIs and scripting languages.</p>
20%	<p>Communication</p> <p>Provides recurring status reports on projects to keep management informed. Documents new or modified systems by writing standard operating procedures. Creates flowcharts to visually represent systems and processes for better understanding. Drafts reports for management as needed. Collaborate with internal teams and external stakeholders to develop new processes and systems to meet program goals, providing input on potential system weaknesses, areas where staff compliance could be improved, and technical guidance.</p>
10%	<p>Technical Assistance and Training</p> <p>Supports staff in units across Public Assistance with technical issues in various software such as Smartsheet, ArcGIS/Survey 123, Lotus Notes, Tableau, Adobe Acrobat and Microsoft Office suite as well as assisting staff with hardware problems.</p>
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be 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.); and attendance at staff meetings.</p>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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/Employee

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