

CALIFORNIA COASTAL COMMISSION

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**CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
RESEARCH DATA ANALYST II**

EMPLOYEE NAME:

WORKING TITLE: GIS Analyst

WORK UNIT/DIVISION: Mapping/GIS Unit

LOCATION: San Francisco or Long Beach

DATE OF APPOINTMENT:

CBID: R01

TENURE/TIMEBASE: 12-month, Limited-term/Full-time

POSITION SUMMARY

Under the direction of the Mapping Program Supervisor, the incumbent will perform technical and analytical work necessary to support the regulatory and planning activities and interagency coordination associated with SB 484. The incumbent will routinely use spatial and geographic information as source materials to inventory, identify and overlay coastal resources, housing element and zoning designations, sensitive habitat areas, coastal hazards and fair housing indicators. The incumbent may also perform varied and complex technical and analytical planning and/or regulatory work directly related to the conservation and development of the coast. Some special projects may be assigned.

The position requires the incumbent to assist with establishing and maintaining a digital coastal zone geospatial data library, and to provide spatial data, analysis, and interpretation to Commission staff, agency partners and the public. The incumbent is expected to demonstrate strong analytical skills with the ability to research and interpret complex coastal resource and geographic information issues with a keen eye for detail. The incumbent is expected to demonstrate strong communication skills, the ability to work independently and in a team environment, to take initiative, and effectively manage multiple tasks with changing priorities. The incumbent will analyze and research complex issues, evaluate alternatives and make sound independent decisions within established guidelines.

ESSENTIAL FUNCTIONS

65%

Performs GIS-based technical and analytical work including georeferencing zoning data, developing and maintaining jurisdictional data, providing cartographic support and conducting geospatial analysis for SB484. Assesses the adequacy of existing data and applications to meet project needs. Researches, identifies and applies geospatial data sources, techniques, imagery and applications. Investigates innovative data/technology-based solutions, tools and collaborations as needed to support project outcomes. Develops, organizes and maintains geospatial databases and services. Coordinates data sharing and analytical outcomes with Commission staff, intra-agency and local government partners. This work requires proficiency in GIS concepts and analytical techniques, including data development, QA/QC and metadata development to ensure accuracy, consistency, standardization, and completeness of data.

15%

Provides technical support on GIS principles, software applications, procedures, digital mapping and database management techniques and best practices including but not limited to data QA/QC, data structure and file organization and geospatial metadata development. The incumbent also assists with internal GIS (ArcGIS Enterprise) and web-based GIS (ArcGIS Online) application development and deployment.

10%

Prepares correspondence and presentations of staff recommendations to non-technical audiences (e.g., management, legislative bodies, Commission) on geospatial topics; attends and participates in communications with staff and supervisors as needed at a level required for successful job performance in a timely manner. Engages in partnerships and collaboration with other government agencies and non-governmental agencies and other partners related to the development of geospatial data and products in support of SB484.

MARGINAL FUNCTIONS

5%

Provides occasional assistance with workplace organization, filing, and general maintenance. There is the possibility of minor travel associated with field work to build effective relationships with local government or intra-agency partners.

5%

- Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Other related duties as assigned.
- Identify and analyze potential environmental justice impacts in projects, and draft environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy, as applicable.
- Conduct tribal coordination and consultation for relevant projects, including communicating with and gathering information from tribes, assessing impacts to cultural and tribal resources and drafting findings in Staff Reports, settlements, or other documents, consistent with the Commission's Tribal Consultation Policy, as applicable.

SUPERVISION EXERCISED OVER OTHERS

Does not supervise.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Principles and concepts of geography, cartography and computer mapping; techniques of spatial analysis that involve map overlays and proximity analysis; familiarity with various map products provided by the U.S. Geological Survey, including digital formats; familiarity with map projections and coordinate systems; research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research; web-based GIS (i.e. ArcGIS Online) application development and deployment.

Ability to: Adapt and perform spatial analysis techniques and methods to complex problems involving mapped information; gather, compile, analyze and interpret data; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems; develop and evaluate alternatives; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of others.

Ability to: Analyze problems accurately, develop appropriate solutions, and recommend effective optional courses of action; identify improvements and to originate and develop new solutions which depart from traditional and existing patterns; assume increased responsibility; flexibility; work effectively with others.

Required personal attributes include: Thorough understanding of Coastal Act and Commission regulations and procedures, understanding of the goals of the agency and the agency's management, use of good judgment when making decisions on content of staff reports and in communications with those inside and outside the agency, flexibility and initiative, ability to work effectively with representatives of interest groups and other public agencies, completion of all work in a timely and well organized form, and possess the ability to successfully negotiate the Commission position with the agency's clients.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Poor quality work and errors in judgment reflect badly upon the GIS/Mapping program, create more work for other team members and may hinder the Commission's ability to fulfill its regulatory or planning functions in a timely manner. Error in judgment may result in unnecessary delays for employees and public, poor external and internal relationships, and a loss in efficiency and production and/or significantly increase the agency's legal jeopardy.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with staff of various units within the Commission's headquarters office as well as planning staff of the various district offices. In addition, the incumbent actively coordinates with the public, consultants and representatives of other government agencies, for data gathering, information sharing, and coordination.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must have the ability to move about, stand, reach, bend and lift up to 15 pounds. The incumbent must be able to interact with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus on work assignments; open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner towards others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Subject to current State guidelines with regards to work location, the incumbent should be prepared to work remotely as well as within a climate-controlled office environment under artificial and natural lighting in San Francisco or Long Beach. On occasion, the incumbent may be required to travel, gather field data, and be exposed to traffic conditions

in the field. Operation of a vehicle may be required to perform work, thus the incumbent must take Defensive Driver Training, as required by law.

I certify that this duty statement represents an accurate description of the essential functions of this position.

RESEARCH DATA SUPERVISOR I
MAPPING/GIS UNIT **DATE**

I have read this duty statement and agree that it represents the duties I am assigned.

Incumbent Name
RESEARCH DATA ANALYST II
MAPPING/GIS UNIT **DATE**