

DUTY STATEMENT

BRANCH STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-501-5758-001			☐ CURRENT ☒ PROPOSED	
SECTION Climate		CLASSIFICATION TITLE Research Data Specialist II				
PROGRAM (If applicable) 5th Assessment		WORKING TITLE Sr. Climate Research Specialist				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID R01	TENURE P	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)		N/A				

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's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. 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 general direction of the Research Data Supervisor II, the Research Data Specialist II (Senior Climate Research Specialist) supports implementation of California's Fifth Climate Change Assessment (Fifth Assessment), as part of LCI's Integrated Climate Adaptation and Resiliency Program (ICARP). The Senior Climate Research Specialist will lead the development and implementation of the Climate Change Assessment's Regional Reports and support the overall coordination and administration of the research portfolio based on administrative, expert, and community priorities. This position 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, and broader Strategic Planning and Policy Development branch.

% 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>
100%	ESSENTIAL FUNCTIONS
35%	Research Portfolio Management: • Coordinate research prioritization processes. ○ In collaboration with the Strategic Engagement Specialist, design and implement advanced research gap analyses, including development of new analytical frameworks, data models, and evaluation criteria to identify gaps in statewide climate resilience research.

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	○ Build and refine research engagement methodologies. ▪ Lead public requests for information, synthesizing submissions using quantitative and qualitative analytical methods to inform research prioritization. ▪ Host public workshops. ○ Coordinate with CNRA and CEC counterparts to ensure analytical and programmatic alignment across original, tribal, regional and statewide research. ○ Engage external and interagency partners to gather research concepts and review draft analytical topics. ● Independently lead the strategic planning, collaboration, development, implementation and tracking of Climate Assessment research portfolios: ○ Develop and issue comprehensive author guidance, including specific data use protocols, research procedures and process, and style guides. ○ Execute research contract and reporting requirements, ensuring timely execution of contracts, regular reporting requirements and financial reports. ○ Oversee synthesis report contracts and associated deliverables, including work plans, engagement plans, quarterly reports, invoicing, draft report materials, and facilitating appropriate reviews, design, product finalization and dissemination. ○ Coordinate with Engagement Specialist and Communications Lead on engagement and outreach activities. ○ Coordinate with LCI administrative staff on the implementation of contract and invoicing requirements. ○ Prepare briefing materials for leadership. ○ Present at internal meetings and public events. ● Coordinate with the Climate Research and Data Manager, other staff across the Assessment interagency team, and other subject matter experts, advisors and key research partners to ensure successful implementation of program objectives and deliverables.
30%	General Program Administration ● Inform, develop, and support the development and implementation of long and near-term workplans for the Climate Research and Data portfolio. ● Oversee and manage project budgeting processes. ● Oversee end-to-end contract management, including tracking and processing invoices, executing contracts and public solicitations, and engaging with external partners to ensure project goals are met. ● Conduct and coordinate research to inform program development and implementation. ● Represent Climate Research and Data Unit at public functions and engagement events.
15%	Program Reporting and Evaluation ● Oversee and direct comprehensive program reporting and evaluation activities. ● Develop and maintain documentation of best practices and lessons learned. ● Conduct regular review of program elements for ongoing improvements to implementation and delivery; provide feedback, as necessary. ● Develop monitoring criteria to track and evaluate project portfolios and deliverables ● Prepare and provide materials for the ICARP Annual Impact Report and other public facing materials, such as case studies, ensuring findings are clearly communicated through platforms such as the Adaptation Clearinghouse. ● Field and track questions, establishing relevant informational resources and guidance materials.

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15%	Participate as an active member of the Integrated Climate Adaptation and Resiliency Program (ICARP) and support LCI cross-agency efforts • Represent LCI, SPPD, ICARP and the Fifth Assessment program at relevant public events, and interagency and interorganizational collaborations or provide staff support to leadership. • Develop and present staff reports and provide presentations to support program recommendations to LCI leadership and the ICARP Technical Advisory Council and other State bodies, as relevant. • Participate on relevant interagency/interorganizational working groups. • Apprise LCI leadership of emerging issues. • Support and engage in office-wide initiatives and priorities, including development and implementation of LCI's Racial Equity Action Plan and Strategic Plan. • Independently produce relevant meeting materials and pre-meeting briefings; participate in a variety of policy development meetings; provide critical contributions and take responsibility for written meeting summaries; research, compile and summarize information for document composition, staff reports, and/or presentations. • Participate in staff meetings, attend trainings, provide work status reports, and handle special projects. • Provide mentorship to other staff.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

This is a professional classification that requires the ability to work under pressure to meet deadlines; exercise initiative; independence of action; demonstrate tact and good judgement; communicate effectively both written and orally; balance multiple projects and execute effectively in a collaborative work environment; and develop and maintain cooperative working relationships.

The incumbent is required to have academic training and professional experience in policy or scientific disciplines, and strong scientific understanding of climate change, including knowledge of and experience with scientific research methods, climate change adaptation and mitigation research, climate and environmental policies, and other topics relevant to climate change policy and research. They are required to be able to reason logically and use a variety of analytical techniques and tools to resolve complex issues; develop and evaluate alternatives to inform decision makers, local planning staff and stakeholder groups. Incumbents will also schedule, prepare materials for, participate in, and prepare summaries of policy development and program management meetings. The Senior Climate Research Specialist will be responsible for developing and managing a portfolio of assigned projects. They regularly carry out responsibilities utilizing independent decision-making and judgment, and oversee the work of key project partners, junior staff, interns, fellows, and student assistants.

Knowledge of: *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; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues*

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related to the completion of work assignments; advanced mathematical techniques and descriptive statistical analysis techniques and methods; principles and concepts appropriate to data and research techniques and methodologies; operations research methods; current data analytics processes, including the utilization of business intelligence software programs; broad principles of algorithms, data structures, and data management; application of computerized models to research data, statistical and other methods used in the analysis; survey methods and analytical techniques; organizational analysis including data presentation and interpretation; principles and procedures of forecasting, and of research planning, design, methodology; problem solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments; and state, federal and departmental regulations; benefit-cost analysis; complex database design and structure to understand and complete research projects and assignments; and project management principles in order to design projects (e.g., define schedules, tasks, milestones, deliverables).

Ability to: *Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams; query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others; plan and carry out large scale research and data projects; prepare and present reports and data models; adapt and apply complex research methods and principles to research problems of an applied practical nature; identify required data, information, materials, and resources needed to complete/perform a project; identify data needs of complex analyses and evaluate adequacy of existing data to meet these needs; develop procedures for collection and integration of data sources; design and test complex data base structures for storage and manipulation; access and process data located on large databases, servers, mainframes and/or desktop computers; design and conduct a complex research project and/or validating studies; conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness; analyze and evaluate the impact of programs, procedures, business processes, and/or policies; develop documents related to data processing and analysis procedures for research projects and assignments to be used as a future resource; determine how a system or process works and how utilizing new inputs, operations, and environmental conditions would affect outcomes; function as a technical lead for complex projects to ensure timely completion; provide technical assistance to professional personnel; establish and maintain cooperative relationships with others, and with stakeholders; communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues; translate legislatively mandated program evaluation requirements into methodically rigorous study designs; translate departmental policy into action programs and/or test the impact of policy changes; evaluate the adequacy and merit of proposed research and evaluation study designs and techniques; provide expert consultation on the feasibility impact or potential of a variety of operations, projects or proposals to the department and to other organizations; analyze and evaluate the impact of changes to existing programs, procedures, business processes, and/or policies; use creativity when independently designing research projects; and write clear and concise studies and reports; design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data; conduct and interpret descriptive*

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and/or inferential statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; analyze situations accurately and take effective action at the appropriate time; and provide mentoring to staff.

DESIRABLE QUALIFICATIONS:

- Strong scientific understanding of risk, risk management, and disaster recovery, particularly related to climate change, climate adaptation, and social vulnerability.
- Experience with and knowledge of interdisciplinary climate impacts and adaptation science, especially in an applied research context.
- Commitment to high ethical standards, integrity, and professionalism.
- Academic training and/or professional experience in policy or scientific disciplines and demonstrated history of interdisciplinary collaboration and project experience.
- Existing relationships with relevant state and federal agencies, local governments, nongovernmental organizations, and academic researchers.
- Excellent written and verbal communications skills, including developing effective technical reports, briefing documents, policy recommendations, and presentations.
- Ability to translate technical information for a variety of audiences.
- Ability to develop creative solutions to complex and potentially sensitive problems.
- Strong organizational, time management, analytical, and project management skills to prioritize workload and manage multiple projects with short- and long-term deliverables.
- Experience working on statewide climate resilience policy and research.
- Master's degree in relevant field, PhD preferred.

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.
- Demonstrated ability to act independently to identify, develop, complete, and promote projects.
- Use of tact and good judgement in public settings.
- Enthusiasm to contribute to the continued leadership of California's climate efforts.
- A sense of humor.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object 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.

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
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EMPLOYEE'S STATEMENT: <i>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).</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE