

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

EMPLOYEE:	CLASSIFICATION: Research Data Specialist I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Hazard Mitigation Assistance Branch/ Hazard Mitigation Quality Assurance Division/ Hazard Mitigation Assessment Unit	POSITION NUMBER: 553-5742-904 CN: 51581	CBID: R01
TENURE: Limited Term	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 the general direction of the Program Manager I (PM I) of the Mitigation Assessment Unit.

2. SUPERVISION EXERCISED:
N/A

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, 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 all levels of California Governor's Office of Emergency Services (Cal OES) staff, 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).

EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: CONTINUED

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:

The Hazard Mitigation Assistance Branch works to build resiliency and support communities as they plan and implement projects to adapt to the impacts of climate change, including flooding, extreme weather, wildfire, drought, and other hazards such as earthquakes.

Under general direction of the Program Manager I within the Hazard Mitigation Assessment Unit, the Research Data Specialist I works with Cal OES program staff to measure the success of Cal OES efforts to reduce disaster risk and enhance resiliency from climate change. This is an integral role in ensuring that Cal OES is accurately measuring the success of disaster recovery and mitigation actions, continuously updating best practices, and ensuring communities are employing the most effective actions toward building resiliency.

The incumbent will design studies and undertake geospatial, statistical, and qualitative analysis on program interventions to assess the program and measure success. The incumbent will write reports and studies, recommend the adoption of applications, and determine authoritative data services. The incumbent plans for and performs data creation, preparation and modeling for loss avoidance studies, risk assessment, disaster recovery and other products as necessary.

The incumbent is responsible for identifying and resolving database-related issues, providing enhancements to applications and dashboard products, making recommendations for process improvements and new solutions for effective program management, and delivers analytical products for both program-specific areas and general emergency response and recovery. Works with internal & external agencies on data sharing, benefit-cost analysis, distribution, modeling capabilities, and integrates data sharing capability within a web environment.

The incumbent will be required to use various software tools including but not limited to, Microsoft Office Suite, ENGAGE, Oracle accounting system, Lotus Notes database functions, FEMA BCA Toolkit, FEMA eGrants database, FEMA GO, and FEMA National Emergency Management Information System (NEMIS) database, Smartsheet, OES ArcGIS, and Snowflake databases, and remain current on all new databases, updates, and upgrades.

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 Responsible for designing, conducting, and overseeing the implementation of complex research projects for statistical analysis of program-specific data projects 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. Responsible for research and analysis that will ensure that appropriate methodologies are in place to meet Cal OES disaster planning, response, and recovery requirements. Works with program staff to understand business processes and identify available data sources related to desired analysis or graphical displays. Responsible for developing and maintaining documentation to facilitate the project management and workload management process for subapplications and projects. Develops and maintains databases and analyzes and evaluates the impact of changes to existing programs. Independently and as a team member, identifies, develops, researches, and implements new analytics capabilities utilizing project management best practices to address project planning, monitoring, administration, and control functions to complete identified project efforts. Responsible for defining scope and parameters of research criteria for projects. Monitors the evaluation of force account and contract work for projects closely to ensure projects are completed on time, on budget, and meet all requirements. The RDS I will be responsible for tracking, analyzing, and manipulating HMA grant program activities and data to perform program requirements and reporting needs. Analyze all hazard mitigation measures implemented across the state and the performance of post mitigation measures after hazard events or disasters to determine if mitigation measures performed as anticipated. Analyze vulnerable communities and potential for hazard mitigation funding opportunities.
35%	Subject Matter Expertise Provides consultation of complex research, statistical, and program data. Identifies resources, develops data collection tools and reporting processes and oversees system tests for process and outputs. Develops and provides technical assistance and consultation on evaluation techniques and prepares statistical models and scientific reports using SAS, Excel, Arc GIS, Snowflake, and other software. Provides analysis and recommendations based on research findings from external parties (commissions, JEPAs, industry publications, public policy research organizations, academic journals). Develops undefined methods/strategies for collecting, analyzing, and reporting data. Prepares technical reports and memos in professional format, explaining research findings and recommendations in understandable language. When requested by management, assists with the mentoring staff across the section with databases, GIS, software, technical matters, statistical analyses, etc.
25%	Support and Training Supports Cal OES' strategic plans by assisting management in the development of goals; utilizing progress-tracking tools, data collection, and progress reporting to assess goal progress; and utilizing reports, presentations, and training workshops to support effective strategic and risk management planning for all hazards and vulnerabilities throughout the State of California. Works with program areas to ensure that data analysis is adequately integrated in their activities. Assists in developing an emergency services analytics training program. Coordinates with Cal OES information technology staff to ensure adoption of

	standards affecting referenced information. Trains staff within the Unit regarding software, technical matters, and statistical analyses, etc. Provides accurate analyses of ongoing disasters and works on new solutions to provide continually improving situational awareness before, during, and after disasters. Works with partner organization staff to design appropriate scenarios/prioritize investments, to fully prepare for disaster operation environments.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required 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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and 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.	☐	☐	☐	☐	☒
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:	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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/Employee

Note – If 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