State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASSIFICATION: Research Data Supervisor I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Office of Policy & Administration/ Disaster Cost Analysis & Reconciliation/ DCAR Data Team	POSITION NUMBER: 163-173-5734-001 (11680)	CBID: S01
TENURE: Permanent	TIME BASE: Full- Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Chief, Disaster Cost Analysis & Reconciliation	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Research Data Supervisor I (RDS I) is under the general direction of the Chief of the Disaster Cost Analysis and Reconciliation (DCAR) Office.

2. SUPERVISION EXERCISED:
   The RDS I provides supervision and personnel management to the staff within the DCAR Data Team, which includes a Research Data Specialist I and a Research Data Analyst II.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work extensive excess hours. Ability to use a personal computer and telephone is essential.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   This position requires frequent and direct contact with Governor's Office of Emergency Services (Cal OES) personnel at the staff and management levels; leadership of other state agencies; and federal agencies, including the Federal Emergency Management Agency.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position could result in incorrect information being shared with the Administration and the Legislature related to statewide disaster costs, resulting in a loss of trust and credibility.

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

(CONTINUED)- EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 the general direction of the Chief of the Disaster Cost Analysis and Reconciliation (DCAR) Office, the incumbent is a working level supervisor that performs the most complex analytical and sensitive work and project management tasks pertaining to the data gathering, manipulation, maintenance, and reporting, and is expected to use various data management systems and technology tools and software. In collaboration with various stakeholders and unit staff, the candidate participates in various disaster cost analysis and reconciliation processes and provides recommendations on potential process improvements and technology updates. The incumbent provides supervision to the unit staff and ensures compliance with all state-mandated personnel management and supervision processes and procedures.

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
40%	Project Improvement and Management • Ensure all technology solutions adhere to Cal OES policies and the Administration's priorities. • Lead project management and oversight for all data-based processes, including identifying most economically and functionally suitable tools and resources. Elevates any delays and works with management and the Cal OES Information Technology (IT) Program to resolve. • Identify new uses for existing data and gaps in data that need to be addressed. Brief upper management on potential changes, including impacts to client agencies, where the DCAR Office can absorb impact, and potential issues. Develop plans to implement new technology to support data collection. • Oversee the DCAR Data Team in establishing feedback loop discussions with other teams to solicit feedback and suggestions pertaining to the data-based processes. Facilitate process improvement discussions and prepare pertaining materials (i.e. process flows, Standard Operating Procedures drafts, etc.), to increase the understanding of the suggested improvement and to complete the process efficiently. • Conduct applicable research, including coordination with applicable stakeholders (i.e. IT Program). • Continuously monitor and vet emerging technology tools. Provide updates to other teams within the DCAR Office on various tools and how their implementation may benefit the common work process. Make recommendations to upper management

	regarding emerging technology, including plan for implementation. Oversee the implementation approved solutions. • Ensure the DCAR Office team members have the proper licenses and permissions.
35%	Data Compilation, Analysis, and Reporting • Lead coordination with other programs within Cal OES that use disaster data. Identify where systems can be connected to tell the full story. • Coordinate with other areas to obtain understanding of their data and how to incorporate in comprehensive reports and/or dashboards. • Using technological tools developed, oversee the DCAR Data Team in identifying trends in data and missing data points. Make suggestions to other teams within the DCAR Office on more appropriate technological solutions. Create prototypes, as needed. • Oversee the coordination of team outreach to other stakeholders to develop missing data points and integrate into tracking. • Ensure ongoing review and quality control of all data sharing/reports products and their source data. Identify the issues and work with other teams on remediation. Provide final review and approval of all reports and dashboards prior to submitting to upper management. • Generate data displays for the executive team and upper management. Prepare to brief upper management on data by drafting talking points with all critical information flagged, including coordination and involvement from other areas. Serve as subject matter expert during briefings with executive team.
20%	Training Development • Oversee the development and provision of applicable training to the DCAR Office. • Identify any training needs for stakeholders and develop training module(s). Work with other teams within the DCAR Office to determine the training needs and general framework, as well as the delivery method. • Conduct train-the-trainer sessions with the DCAR Office to ensure they are able to provide training to stakeholders. • Serve as the subject matter expert for questions from state agencies or the executive team on data collection and display. • Provide training, mentorship, and coaching to DCAR Data Team and other members of the DCAR Office.
Percent of Time	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.	☐	☐	☐	☐	☒

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:	☒	☐	☐	☐	☐
KEYING: 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, and materials.	☐	☐	☐	☐	☒
DRIVING:	☒	☐	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☒	☐	☐	☐	☒
WORKING INDOORS: Office environment.	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☐	☐	☐	☒

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