Classification Title: Research Data Specialist II	**Branch/Division/Bureau:** Climate and Sustainability Branch
Working Title: Catastrophe Risk Data Lead	**Office/Unit/Section/Geographic Location:** Climate & Sustainability /// Sacramento (300)
Position Number (13 Digit): 413-129-5758-001	**Conflict of Interest Position:** ☐ **NO** ☒ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:
Under general direction of the Insurance Model Advisor, the Research Data Specialist II (RDS II) serves as a Catastrophe Risk Data Lead and will focus on research and development of data analysis processes, preparing complex statistical analyses, and recommending policies that reduce climate risks, including those related to wildfire, extreme heat, and flooding events.

Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.).

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interest (Form 700), which includes an Assuming Office filing within 30 days of appointment, annual filings, and a Leaving Office filing within 30 days of physical separation. Non-compliance with the Conflict of Interest Code requirements may result in the voiding of appointment, financial penalties, or enforcement actions.

ESSENTIAL FUNCTIONS:

35% Independently researches and makes recommendations to the Insurance Model Advisor and Senior Deputy Insurance Commissioner for additional digital databases, project repositories, workflows, and complex data analysis or visualization tools required achieve CDI's research and data priorities on catastrophe risk and resilience. Coordinates the integration of new datasets, workflows, and tools, including training for Climate & Sustainability (C&S) Branch staff. Develops workflow capacities for collaborative analyses within the C&S Branch, including with the Data Analytics and Research Division, and with other Branches and external collaborators. Leads the organization and management of shared project repositories. Identifies and evaluates common physical risk, transition risk, and other climate risk assessment tools used by the insurance sector.

30% Independently performs complex data analysis, including insurance and risk metrics, and coordinates the design and development of protocols, datasets, testing procedures, maps/visual aids, and technical questions/inquiries related to the implementation of the Sustainable Insurance Strategy and the department's Pre-Application Required Information Determination Review Process. Provides recommendations to the Insurance Model Advisor and Senior Deputy Insurance Commissioner on the policy applications of emerging analytics, big data, and modeling information. Evaluates current information and provides recommendations to the Insurance Model Advisor and Senior Deputy on public policy alternatives that would identify insurance distressed regions and properties, and enhance resilience to wildfire, flooding, extreme temperature, landslides, and severe storms, including analyses of critical infrastructure, utilities mitigation, and community mitigation, including by climate resilience districts.

20% Conducts technical research and partners with university experts for designing new experimental approaches, forward-looking climate risk projections, data gathering and quality assurance strategies, and public data tools. Evaluates and compares risk modeling data used to project economic losses and identifies relevant technical information to inform CDI's approaches to model review.

10% Coordinates research and presents policy analysis reports based on insurance protection gaps, climate risks, and community vulnerability, including public and confidential data. Conducts research on the availability and suitability of risk mitigation and resilience tools for local governments use in reducing vulnerability and financial exposure to catastrophic risk.

MARGINAL FUNCTIONS:

5% Maintains an organized electronic shared filing system of all current working documents, as well as maintains climate risk related databases and report updates. Assists C&S Branch staff with preparation of data resources needed for responses to internal and external requests for information on scenario analyses, climate and catastrophe data, investment data, or risk information.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- The incumbent must be able to work in a high-rise office building.
- The incumbent must be able to move up to 10 lbs., if necessary, during travel.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature Date

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Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor Signature Date

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Printed Name