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

EMPLOYEE:	CLASSIFICATION: Research Data Analyst II	HEADQUARTERS: Mather Building F
PROGRAM/UNIT: Finance & Logistics Administration / Grants Management / Victim Services / Funds Management	POSITION NUMBER: 163-870-5731-001 (10189)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Research Data Analyst II is under the general supervision of the Supervisor I (Funds Management Unit Chief).

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a computer and telephone is essential. Sitting and standing requirements are consistent with office work.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   This position will have contact with internal Governor's Office of Emergency Services (Cal OES) staff and branches, external federal, state, and local government representatives, public groups and individuals, and high-level administrators.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the duties of the position could result in not meeting executive, branch and federal deadlines, resulting in potential negative fiscal and public relations impacts.

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). 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

(CONTINUED) 6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
"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 general supervision of the Funds Management Unit Chief, the Research Data Analyst II develops and performs technical research and tasks that are critical to the operation of the Victim Services Branch and its programs; develops quantitative analyses of financial trends and statistical methods to ensure program compliance with state and federal laws and regulations; participates in technical assistance to Branch staff and stakeholders; completes federal reports; and coordinates special projects for the branch. Some travel may be required.

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
30%	Serves as the authority, expert, and single point of contact with the federal government for federal victim services grant programs. Assists in the determination and recommendation of funding distributions on highly sensitive and visible programs. Maintains close contact with and functions as the primary liaison between the branch and top-level officials of the federal, state, regional and local planning units regarding program issues and in developing program plans. Serves as the expert on federal policies and regulations, and state mandates for victim services programs. Notifies applicable divisions and units of any changes in federal statutes, regulations, or other terms and conditions, as may apply to victim services programs, and ascertain the impact on existing policies, processes and procedures. Ensures the Victim Service Branch meets all special conditions, federal reporting and application timelines and requirements. Independently submits federal reports related to fiscal and programmatic accountability of federal funds administered by Victim Services Branch.
20%	Maintains federal databases to capture, compile, and integrate necessary program data for federal funders. Compiles information, analyzes data and puts this information into a usable format through the use of spreadsheets, graphs, tables and reports to identify program trends and data anomalies; identify variables to adjust for these changes; and analyze and compile output data for the databases. Reviews division/branch issues that influence multiple programs or other branches within the Cal OES and makes recommendations for Branch Chief and Grants Management approval.
20%	Reviews provider reimbursement data from paid claims data and from field studies to interpret and analyze financial data, issues, and principles pertaining to the development of rates, fraud detection and prevention, and related reimbursement policies, methods and procedures. Responds to requests from and consults with Cal OES accounting/budget staff on victim services program/subrecipient expenditures, utilization data, and related reimbursement policies and procedures. Provides coordination and program support regarding internal and external fiscal accountability and audits.

15%	Maintains close contact with and functions as the primary liaison between the section, division, branch, and top-level officials of federal, state, regional and local planning units regarding program issues and in developing program plans. Advises project administrators in the areas of program development and project administration. Responsible for the development of and providing training and technical assistance to staff and grantees regarding the requirements contained in federal and state regulations.
10%	Acts as the lead facilitator for advisory board/committees on issues related to funding of major programs within the Victim Services Branch and presents committee recommendations to Division and Branch Chief.
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.	☐	☐	☐	☐	☒
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.	☒	☐	☐	☐	☐

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