DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** I
CLASSIFICATION Research Data Analyst II	**POSITION NUMBER** 538-103-5731-001
WORKING TITLE Field Operations Research Data Analyst	**DIVISION/UNIT** California Geological Survey/Earthquake Engineering Program
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT R01	**CONFLICT OF INTEREST DESIGNATION** N/A

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☐ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☐ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the direction of the Field Operations Manager, the Research Data Analyst II is responsible for providing stations status by means of database development and support to the California Strong Motion Instrumentation Program's (CSMIP) Field Operations unit. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Develop, populate and maintain databases that track the metrics data collected by the Field Operations unit; generate reports on status of multiple station-based projects; assist in the creation and tracking of planned fieldwork trips; create reports of various status elements utilizing tools such as Azure DevOps (via database queries), Excel, Word, PowerPoint, and Power BI. Assist in overseeing CSMIP equipment configuration management.

30%	Populate and maintain an inventory tracking system; track seismic instrumentation equipment (recorders, sensors, cell modems, etc.) by serial numbers and other parts without serial numbers (nuts/bolts, struts, etc.) with assistance of Field Operations staff; maintain a count of equipment in the warehouse/office, on vehicles and deployed in the field; work with Field Operations management to order equipment when stock is low; produce bi-weekly analytical reports on equipment inventory. Create/maintain metrics/analytics to inform management decisions on improving and optimizing procurement of equipment and supplies.
25%	Analyze data from the Field Operations staff and other CSMIP staff in the completion of post-field work; develop script/program to process and track data from staff returning from the field and enter data/photos into database and track documentation process of the completed work; collect instrument calibration data from manufacturer's website and assist in the creation and testing of Instrument and Station Constants (ISC) files (station metadata); track ISC files as they move through the Field Operations and Data Products units testing; develop processes to track the communication information for the station that needs to be added to the monthly State of Health program. Create/maintain performance metrics/analytics to inform management decisions on improving and optimizing field work scheduling against management directed priorities.
10%	Interface with the California Geological Survey (CGS) fleet administrator regarding the CSMIP vehicle fleet. Coordinate vehicle purchase, maintenance and survey with the CGS fleet administrator. Ensure CSMIP vehicles receive preventative and scheduled maintenance via approved vendors. Coordinate unplanned maintenance approvals with CGS fleet administrator.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Perform administrative duties including, but not limited to: adhere to department policies, rules and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submit timesheets by the due date.

SUPERVISION RECEIVED:

The Research Data Analyst II reports directly to and receives most assignments from the Field Operations Manager (Senior Telecommunications Engineer); however, direction and assignments may also come from the CSMIP Program Manager.

SUPERVISION EXERCISED:

None

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None

PERSONAL CONTACTS:

The Research Data Analyst II routinely interacts with other CGS and Department of Conservation (DOC) staff, federal, state and local agencies, and may include extensive public and professional contact. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed, consequences may include, but are not limited to:

- Station installation and maintenance not occurring along planned timelines. This could lead to stations not being operational during earthquakes and data being missed.
- Negative impacts to CGS's relationships with our state and federal partners and the public.
- Potential loss of contract funding significantly impacting program budget.

CONDUCT AND ATTENDANCE EXPECTATIONS:

You are expected to be courteous, treat others fairly, honestly, with respect, work cooperatively, and provide the highest level of service possible when interacting with state employees, peers, management, and the public. You are expected to maintain regular attendance according to your approved work schedule. The operational hours for public access to the CGS are Monday through Friday from 8:00 am to 5:00 pm. Telework may be available for this position in accordance with the DOC's Telework Policy and procedures. Working at home, before and/or after hours is unauthorized unless pre-approved. Commute to or from the office is not considered time worked.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor and printers under non-natural lighting for prolonged periods of time. • Work in a high-rise building. • Use equipment such as computers, printers, and plotters. • Bending and stooping to retrieve and replace files and records. • Moving about the office and standing or sitting during in-person meetings is also necessary.
OCCASIONALLY	• Travel via private transportation (i.e., automobile, airplane, etc.) inside California may be required. • Operation of state-owned vehicles to drive long hours to meetings. • Working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California. • Walking on irregular surfaces at field-sites may be required.

The duties of this position are subject to change and may be revised as needed or required.

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 your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**