

# DUTY STATEMENT

|  |  |                                       |                            |
|--|--|---------------------------------------|----------------------------|
| <b>ORGANIZATION (DIVISION/REGION/BOARD)</b><br>Office of Research, Planning and Performance (ORPP) | <b>UNIT</b><br>Training and Technical Services | <b>POSITION #</b><br>880-240-5758-001 | <b>DATE</b><br>August 2019 |
|--|--|---------------------------------------|----------------------------|

**NAME OF EMPLOYEE (IF APPLICABLE)**  
VACANT

|   |  |
|---|--|
| <b>CURRENT CLASSIFICATION</b><br>Research Data Specialist III | <b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> |
|---|--|

**NAME OF SUPERVISOR**  
Katheryn Landau

|   |   |
|---|---|
| <b>CURRENT CLASSIFICATION OF SUPERVISOR</b><br>Senior Environmental Scientist (Supervisory) | <b>REVIEWED AND APPROVED BY SIGNATURE</b> |
|---|---|

**SUPERVISION EXERCISED (IF APPLICABLE)**

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>1. DIRECTLY SUPERVISED</b> | <b>2. INDIRECTLY SUPERVISED</b> |
|-------------------------------|---------------------------------|

| NO. OF EMPLOYEES | CLASS TITLE | NO. OF EMPLOYEES | CLASS TITLE |
|------------------|-------------|------------------|-------------|
| 0                |             | 0                |             |

**DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.**

| % OF TIME | DUTIES   |
|-----------|--|
| 40%       | <p>Under the general direction of a Senior Environmental Scientist (Supervisory) in the Office of Research, Planning and Performance (ORPP), Training and Technical Services, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.</p> <p>The incumbent serves as the Water Boards' economic expert providing specialized consultative services to Water Board members and staff in support of their responsibilities for implementing and enforcing water quality, drinking water, water rights, and financial assistance programs. "Economics" here may include institutional economics and behavioral economics. The incumbent may also apply political science, psychology, sociology, and data science to inform program and project work.</p> <p>This position requires close cooperation with Water Board management, specialists, and technical and legal staff. The incumbent is expected to be highly independent and self-motivated, manage multiple projects simultaneously, be responsive to requests from managers and executives, and be able to present sensitive information on high-profile projects with discretion.</p> <p>Specific responsibilities include:</p> <p>Prepare complex economic analyses consistent with statutory requirements to inform and support Water Boards' actions. Prepare economic analyses and associated economic documents to inform and support Water Boards' regulations, policies, and plans, including Economic and Fiscal Impact Statements and Standardized Regulatory Impact Assessments. Apply economic theory and independently perform the most complex economic analyses to evaluate direct and indirect economic impacts—on the public and private sectors—of existing and potential Water Board programs and actions. This may include issues such as market power, labor market impacts, and impacts to stakeholders. Lead, scope and perform scenario analysis to evaluate impacts of policy proposals and alternatives. Recommend workable actions or plans, based in economics or other analysis, to address problems. Formulate and convey workable policy recommendations that resolve competing consideration that are grounded in economic thinking. Prepare correspondence, issue papers, and technical reports—including case studies, statistical analyses, and analytical reports. Perform complex analysis using computer models, statistics, survey methods, projections, and other analytical techniques. Analyze quantitative and qualitative economic trends. Define, create, and manage</p> |

data models and visualizations to guide decisions and ensure information needs are met. Solicit economic and demographic information and data from affected parties, which may require cooperation with State, federal, and local governments, non-government organizations, and members of the public.

40%

Provide expert technical assistance and economic consultation services to Water Boards staff and management. Participate in program workgroups (e.g., roundtables) to provide economic guidance and expertise. Coordinate with economic staff at other State agencies. Advise Water Boards Executive management and program managers on projects requiring sample design or other statistical or economic analysis. Review and evaluate workgroup products with respect to economic principles, procedures, and technical adequacy. Evaluate economic studies and analysis completed by technical staff or outside consultants. Assist in preparing and reviewing consultant contracts and completed work. Keep abreast of, critically evaluate, and summarize academic and think-tank analysis to understand the state of economic thinking in relation to water issues.

10%

Lead and manage economic projects with colleagues or contractors. Plan, design, monitor, and coordinate work of technical staff engaged in collecting, compiling, analyzing, reporting, and presenting economic or other quantitative data. Manage projects to ensure that they are completed on time. Recommend the initiation, development, or revision of studies. Determine the feasibility and value of economic studies and analyses. Plan and coordinate integrated economic studies, including developing methodologies and procedures.

5%

Attend and participate in Board hearings, workshops and meetings as the Water Boards' economic expert. Advise Executive management on the economic impacts of proposed Board actions. Make presentations to internal and external audiences on economic issues, including economic data and trends. Respond to both oral and written public comments on economic analyses.

5%

Perform other assigned duties as required.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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|--|--|---------------------------------------|----------------------------|

**NAME OF EMPLOYEE (IF APPLICABLE)**  
VACANT

|  |  |
|--|--|
| <b>CURRENT CLASSIFICATION</b><br>Research Data Specialist II | <b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b> |
|--|--|

**NAME OF SUPERVISOR**  
Katheryn Landau

|   |   |
|---|---|
| <b>CURRENT CLASSIFICATION OF SUPERVISOR</b><br>Senior Environmental Scientist (Supervisory) | <b>REVIEWED AND APPROVED BY SIGNATURE</b> |
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**SUPERVISION EXERCISED (IF APPLICABLE)**

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| % OF TIME | DUTIES   |
|-----------|--|
| 40%       | <p>Under the general direction of a Senior Environmental Scientist (Supervisory) in the Office of Research, Planning and Performance (ORPP), Training and Technical Services, and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.</p> <p>The Research Data Specialist II serves as the State and Regional Water Boards' economic resource providing specialized consultative services to Water Board members and staff in support of their responsibilities for implementing and enforcing water quality and water rights programs. "Economics" may include standard economics, institutional economics and analysis, and behavioral economics. The incumbent may also apply political science, psychology, sociology, and data science theories to inform program and project work. This position requires close cooperation with Water Board management, specialists, and technical and legal staff. The incumbent is expected to be highly independent and self-motivated, manage multiple projects simultaneously, be responsive to requests from managers and executives, and be able to present sensitive information on high-profile projects with discretion. Specific responsibilities include:</p> <p>Apply economic theory and independently perform economic analyses to evaluate direct and indirect economic and fiscal impacts of existing and potential Water Board programs and actions. This may include issues such as market power, labor market impacts, and impacts to stakeholders. Recommend the initiation, development, or revision of studies. Evaluate the feasibility of economic research studies and analyses. Coordinate integrated economic research studies, including researching and implementing accepted methodologies and procedures. Perform scenario analysis to evaluate economic impacts of policy proposals and alternatives. Keep abreast of, critically evaluate, and summarize academic and think-tank analysis to understand the state of economic thinking in relation to water supply and water quality issues. Formulate and convey workable policy recommendations that resolve competing consideration that are grounded in economic research. Estimate the economic impacts of proposed regulations and feasible regulatory alternatives on private sector businesses and employees, and state and local governments. Prepare economic analyses and associated economic documents in support of Water Board regulations, policies, and plans, including Economic and Fiscal Impact Statements and Standardized Regulatory Impact Assessments.</p> |

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| 20% | Solicit economic and demographic information and data from affected parties, which may require cooperation with State, federal, and local governments, non-government organizations, and other members of the public. Define, create, and manage data models and visualizations to guide decisions and ensure information needs are met. Apply various software packages to analyze, report and present technical economic research. Perform complex research and analysis using computer models, statistics, survey methods, projections, and other analytical techniques. Analyze quantitative and qualitative economic trends. |
| 15% | Provide technical assistance and economic consultation services to Water Board staff. Participate in Water Board program workgroups (e.g., roundtables) to provide economic guidance and expertise. Advise programs on projects requiring sample design or other statistical or economic analysis. Recommend workable actions or plans to address economic problems. Review and evaluate workgroup products with respect to economic principles, procedures, and technical adequacy.  |
| 10% | Prepare correspondence, issue papers, and technical reports – including case studies, statistical, and analytical reports. Attend and participate in Board hearings, workshops and meetings as the Water Boards' economic expert. Make presentations to internal and external audiences on economic issues, including economic data and trends.   |
| 10% | Coordinate economic research projects with colleagues or contractors. Plan, design and monitor work of technical staff engaged in collecting, compiling, analyzing, reporting, and presenting economic or demographic data. Manage projects to ensure that they are completed timely. Evaluate economic studies and analysis completed by technical staff or outside consultants. Assist in preparing and reviewing consultant contracts and completed work.  |
| 5%  | Perform other assigned duties as required.  |

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_