

DEPARTMENT OF CONSERVATION  
POSITION DUTY STATEMENT

<b>NAME</b>	<b>MCR</b> 1
<b>CLASSIFICATION</b> Research Data Specialist II	<b>POSITION NUMBER</b> 538-400-5758-940
<b>WORKING TITLE</b> Research Data and GIS Specialist	<b>DIVISION/UNIT</b> Director's Office/Data and GIS
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R01	<b>CONFLICT OF INTEREST CATEGORY</b> 1

**GENERAL STATEMENT:** Under the general direction of the Chief Data and Science Advisor, the Research Data Specialist (RDS) II will function as a Senior Data and GIS Specialist. The incumbent independently provides data analyses in support of departmental priorities for carbon, hazards, and watershed management as well as sustainable economic development. The incumbent is expected to have high level knowledge of general and geospatial data analysis and statistics, data management, and project management. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

**35% Data Analysis:** Conduct research and analysis necessary to support the Directorate in meeting the department's mandates. Compile complex data using local, state and national data sources and conduct analyses to prepare materials that support the Department's advisory and regulatory roles related to the management of California's natural and working lands including the management of carbon across California's landscapes, watershed health, geologic and related hazards, while supporting sustainable economic development. Apply advanced Geographic Information Systems (GIS), spreadsheet, coding, and database skills to effectively manage data to produce statistics, charts, maps, tables, and graphs. Data analysis and presentation using Python, R, SQL, HTML, and JavaScript. Provide consultative advice to divisions within the Department and collaborate on the development of analytical products.

**25% Policy Analysis:** Assist the Directorate and Senior departmental staff as needed with the interpretation of proposed or adopted legislation, regulation, policy options, and alternatives, including research, writing, and analyses when warranted. Prepare technical reports by performing complex research and analysis using computer models, scientific literature, statistics, survey methods, projections, and other analytical techniques. Participate in the development of recommended Departmental actions. When necessary cooperate with State, federal, and local governments, and the public. Assist with the facilitation of public workshops and public hearings.

**20% Data Presentation:** Perform complex analytical and writing tasks pertaining to impacts of proposed Departmental and State actions. Estimate and quantify impacts associated with proposed land and hazard management scenarios. Develop, analyze, and present resource management scenarios and quantify estimated impacts. Define baseline conditions or trends and contrast with alternative scenarios. Prepare and present analyses to management. Present materials orally, as documents, and in interactive online forms such as web maps or dashboards.

**15% Project Management:** Manage Departmental projects and planning sessions including, but not limited to: Coordinating staff and internal resources, managing project progress and adapt work as required, ensuring projects meet deadlines, managing relationships with clients and stakeholders, overseeing all incoming and outgoing project documentation, participating in tender process i.e. design, submission and review, designing risk mitigation plan, conducting project review and creating detailed reports for executive staff, and optimizing and improving processes and the overall approach where necessary.

- **MARGINAL FUNCTIONS**

**5% Administrative:** Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**

The RDS II reports directly to, and receives the majority of assignments from, the Chief Science & Data Advisor; however, direction and assignments may also come from departmental management.

C. **SUPERVISION EXERCISED**

None.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

None.

E. **PERSONAL CONTACTS**

Most of the personal contacts will be within the Department. The incumbent will have interactions regarding potentially highly sensitive issues with the Director's Office, Legal Office, and each of the program areas of the Department. The incumbent may interact with other State agencies dependent on the issue (specific rulemaking, policy reports, etc.) Additionally, the incumbent may interact with members of non-governmental organizations and the public as necessary.

F. **ACTIONS AND CONSEQUENCES**

The actions of the incumbent have a direct bearing on the success of the most critical functions of the Department's policy role, and the public image of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- Negative impacts on the Department's relationship with our state and federal partners.
- Negative impacts on the Department's public image.

- Negative impacts on the Department's relationship with the Legislature and local governments.

#### G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- 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.
- Moving about the office and standing or sitting during in person meetings.
- Bending and stooping to retrieve and replace files and records.
- Use of multi-line telephone console or a cordless telephone.
- Work in a high-rise building.
- Occasional travel via private or public transportation (i.e., automobile, airplane, etc.) including overnight travel inside California maybe required.

#### H. **OTHER INFORMATION**

**Knowledge of:** Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; trend and scenario analysis procedures; experimental design procedures; advanced mathematical techniques and descriptive statistical analysis techniques and methods; geographic information systems and database concepts and software; data analysis and presentation programming languages such as Python, R, SQL, JavaScript, and html; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; project management; time management techniques to provide for efficient prioritization and completion of projects and assignments; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and departmental policies and procedures.

**Ability to:** Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written, spatial, and numerical data regarding general governmental problems; and develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems. Query, analyze, and engineer data and data structures; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; gain and maintain the confidence and cooperation of others; collaborate, and work in multidisciplinary teams; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management.

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 Signature**

**Employee Printed Name**

**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 Signature**

**Supervisor Printed Name**

**Date**