

Classification Title: RESEARCH DATA SPECIALIST I	Branch/Division/Bureau: CLIMATE & SUSTAINABILITY BRANCH
Working Title: Climate Finance Specialist	Office/Unit/Section/Geographic Location: Sacramento/Climate and Sustainability Branch//SACRAMENTO (300)
Position Number (13 Digit): 413-129-5742 001	Conflict of Interest Position: YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Deputy Commissioner, Climate and Sustainability Branch, the Research Data Specialist I (RDS I) position will report to the Deputy Commissioner, and will focus on developing data analysis approaches, creating maps and other data tools, and prioritizing 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 the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS*

- 35% Independently researches, tests alternative scenarios, and prepares scenario analysis reports based on physical and transition climate risks. Conducts research on the availability and suitability of scenario analysis and/or stress testing tools. Evaluates emerging climate risk techniques, including those used by other financial regulators. Identifies common physical, transition, and other climate risk assessment tools used by the insurance sector. Prepares maps and visual aids for publication in both hard-copy and digital formats.
- 35% Independently develops and designs mapping and database systems to analyze written and numerical data related to financial risks, economic impact, and the climate-intensified perils of wildfire, flooding, extreme temperature, landslides, and severe storms. Such mapping approaches will include evaluating and recommending approaches for mapping data on insurance uptake and availability.

ESSENTIAL FUNCTIONS DUTY STATEMENT

HRM-025

- 15% Assists Climate and Sustainability Branch staff with preparation of data resources needed for responses to internal and external requests for information on scenario analyses, investment data, or risk information. Engage with stakeholders in California on climate related risk and resiliency issues, including those that relate to economic and environmental forecasts.
- 10% Develops and evaluates queries and makes written and verbal recommendations to the Deputy Commissioner for additional digital databases required within the CDI Climate and Sustainability Branch. Conducts technical research and provides advice regarding the use of software data, and analyses.

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.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment

- The incumbent must be able to work in a high-rise building.

Physical Abilities:

- The incumbent must be able to move up to 10 lbs if necessary, during travel.

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.)

Employee Signature

Date

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.

Supervisor Signature

Date

Printed Name