

<b>Classification Title:</b> RESEARCH DATA SPECIALIST I	<b>Branch/Division/Bureau:</b> CLIMATE & SUSTAINABILITY BRANCH
<b>Working Title:</b> Pre-Disaster Mitigation Specialist	<b>Office/Unit/Section/Geographic Location:</b> ///SACRAMENTO (300)
<b>Position Number (13 Digit):</b> 413-129-5742 002	<b>Conflict of Interest Position:</b> YES
<b>Employee Name:</b>	<b>Effective Date:</b>

**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, comparing risk mitigation and modeling information, and prioritizing policies that reduce climate risks, including those related to wildfire, extreme heat, and flooding events.

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, evaluates, and prepares analyses on metrics of insurance coverages related to risk factors, pre-disaster mitigation actions, technologies and standards, and community resilience strategies. Creates new strategy proposals to measure the progress and financial consequences of risk mitigation strategies and changes in insurance options. Reviews strategies for accessing and reviewing modeled data on the effectiveness of pre-disaster mitigation, and makes recommendations on how to apply data and research to California insurance markets and closing protection gaps. Coordinates and manages multiple governmental and non-governmental partnerships on pre-disaster mitigation and climate risk issues.

30%

Independently develops and designs data collection projects, insurance market intelligence strategy documents, and analytical approaches that examine numerical data related to home hardening, community mitigation, farms and agriculture, new climate transition technologies, and nature-based solution strategies reducing risks and losses from climate-intensified perils of wildfire, flooding, extreme temperature, landslides, and severe storms, including modeling information. Such analytical approaches will include analysis and summary of information related to catastrophe

**ESSENTIAL FUNCTIONS DUTY STATEMENT**HRM-025

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risk assessments and models, examination of specific risk factors in combination with insurance availability and affordability information, and integration of local and regional risk mitigation into evaluation of risk assessment techniques. Coordinates the integration of multiple research projects and provides advice regarding the use of software, data, and analyses.

- 20% Prepares fact sheets and reports based on data collections and information on data standards. Produces presentations, maps and visual aids for publication in both hard-copy and digital formats. Assists Climate and Sustainability Branch Staff with preparation of data resources needed for responses to internal and external requests for information on insurance availability and affordability in wildfire risk areas, or climate risk information. Engage with stakeholders in California and with financial regulators to identify and review financial or sustainability focused reports, forecasts, or strategy initiatives.
- 10% Evaluates emerging data standards and models, technical tools, mitigation and adaptation planning, and review approaches expanding insurance options for perils or technologies with growing needs. Oversees the implementation of contracts for technical information, including working directly with consultants on actuarial, risk modeling, and financial risk research projects.

**MARGINAL FUNCTIONS**

- 5% Maintains an organized electronic shared filing system of all current working documents, creates updates and revisions to the climate risk related databases and research, and develops report updates.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Work in a high-rise office building;
- Move up to 10 lbs. if necessary, maybe during travel;
- Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify;
- Occasional travel may be required within the State of California via private or public transportation i.e., automobile, airplane, etc

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**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.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name