

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Command and Control GIS Analyst</b>	
		Division and/or Subdivision <b>Information Technology Services</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Sacramento</b>	
		Class Title of Position <b>Information Technology Associate</b>	
		Position Number <b>541-021-1401-XXX</b>	
		Effective Date <b>March 1, 2018</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under general supervision of the Command and Control Application Services Manager, the incumbent performs the following duties:</p> <p>*Act as the GIS (Geographic Information Systems) Subject Matter Expert and assist technical staff and systems users to provide subject matter advice and technical information on various GIS based tools (i.e. ArcGIS Desktop, ArcMap, ArcToolbox, etc.). *Primarily responsible for the GIS-related activities that support Computer-Aided-Dispatch (CAD). *Utilize the (GIS) Arc Map, Arc GIS Server, and Arc Catalog to provide spatial analysis, maintenance and support of geofiles, map layers and other geographic features used by the CAD's GIS module, Command Point for mapping and routing applications AVS (Address Verification Service) and AVRR (Automated Vehicle Response Recommendation). *Manage Geo Admin workstations, responsible for deployment and maintenance of Geo Software, patches, and security permissions and implementation of map update activities. *Coordinate and perform testing and map quality assurance checks. *Coordinate map correction efforts on an on-going basis. *Participate in new release and defect correction testing evolutions. *Develop requirements for GIS tools that improve the efficiency of GIS data collection and correction processes.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and date	

