

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Information Technology Specialist III	HEADQUARTERS: Mather Campus
PROGRAM Office of Policy & Administration/ Information Technology/ Data and Geospatial Unit	POSITION NUMBER: 778-1415-xxx	CBID: M01
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>1. SUPERVISION RECEIVED: The Information Technology Specialist III (ITS III), Geospatial Architect is under the administrative direction of the Information Technology Manager II, Data and Geospatial Unit.</p>		
<p>2. SUPERVISION EXERCISED: N/A</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) Physical tasks include sitting for extended periods at a computer workstation in an office setting with artificial light and temperature control. The incumbent will work a minimum of 40 hours per week, with possible overtime in the event of an emergency. Work may be required during non-normal production hours. In the event of an emergency, this position is responsible for preparing hardware and software to be moved to a remote location. Travel by automobile, commercial aircraft and public transportation to locations throughout the sTate may be required for regular and emergency operations. May be required to lift computer equipment and related items that weight up to 50 pounds.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Incumbent will have direct contact with department managers and supervisors, employees of Cal OES, other state agencies, and the federal government relating to the evaluation of the data and geospatial services within Cal OES and during emergency operations. This position may act as a liaison with outside contractors and vendors who are providing goods or services to Cal OES. Direct contact with the Department of Technology to report on regular status and IT reporting requirements.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The California Governor's Office of Emergency Services (Cal OES) is responsible for disaster response, planning preparedness and training. This position has a high level of responsibility for support of department wide administrative applications as well as other mission-critical web-based applications. Lack of support for these applications could result in failure of these applications, which would cause cost overruns, and lack of delivery of critical information.</p>		

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable):

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The ITS IIII, Geospatial Architect defines and leads the implementation of Cal OES's geospatial data architecture. This position provides leadership to the Data and Geospatial Services Unit and works with system and software engineers in delivering technical solutions and support to internal Cal OES partners. The incumbent will have experience in partner-facing roles and success in operating within enterprise-scale system environments. The incumbent serves as a specialized advisor providing expertise and strategic technical direction in the development of architectural platforms, geospatial data performance, and systems aligned with current and future organizational needs.

The incumbent requires expert-level knowledge and hands-on experience in designing efficient and complex data and geodatabase designs for transaction processing, data analytics, and data warehousing. Utilizes master-level knowledge and skills in future technology trends, technical components, interfaces, protocols and architectures to advise management on formulating a geospatial data management strategy, policy, and governance.

This position will deal with California Law Enforcement Telecommunications System (CLETS) and secure information, as such a background check via Cal DOJ Live Scan and need for a FEMA/DHS security clearance will be required to fulfill the responsibilities of this position.

Percent of Time	ESSENTIAL FUNCTIONS
45%	<p>(E) GEOSPATIAL ARCHITECTURE AND PLANNING</p> <p>The ITS III, Geospatial Architect will set the vision and strategy for Cal OES's use of geospatial technology and data services. This will include a blueprint that is developed, implemented, maintained, and used to explain and guide how geospatial technology and other elements work together to efficiently accomplish the mission of Cal OES. The geospatial architecture will address business processes, system structures including data sets and information flows, information sharing with other organizations, and the technologies that undergird the geospatial architecture. The ITS III will provide strong technical leadership in the geospatial domain and produce architecture designs, standards, patterns, and roadmaps in alignment with mission needs. In conjunction with internal partners and external stakeholders, the ITS III designs geospatial strategies and facilitates the implementation of strategies through a wide range of program and project activities.</p> <p>Works with and provides leadership to other Cal OES GIS staff to implement sound data management strategies that meet the Cal OES's needs for a robust and agile geospatial data storage and analytics platform. This includes appropriate protection of the data from unauthorized access and editing, loss due to accident or system failure, and maintaining an appropriate level of service for all geospatial data systems. The ITS III ensures compliance with applicable laws, regulations, and policies.</p>
30%	<p>(E) GEODATABASE AND APPLICATION DESIGN</p> <p>Performs advanced analysis and design on complex and mission critical GIS systems to support operations and maintenance as well as the development of new systems. Identifies and resolves complex system integration problems. Collaborates with Cal OES staff to plan, design, develop, and maintain enterprise geodatabases and applications to support the department's many mandates. Establishes and documents geodatabase and application development standards and operations practice. These practices include working in conjunction with department GIS analysts, developers, data scientists, and DBAs to optimize the performance, stability, recoverability, and functionality of systems. The ITS III oversees the design and development of enterprise geodatabase and GIS integrations to support business processes either as an external capability to existing systems or as fully integrated solutions.</p>
15%	<p>(E) PROGRAMMING AND TECHNICAL SUPPORT</p> <p>Performs complex programming and advanced technical support in the most complex environments and identifies and resolves highly complex technical issues related to program code, geospatial data creation, storage, analysis, and visualization. This may include the ESRI suite of products and GIS based web application development and process automation using combinations of JavaScript, .NET, Python, HTML, CSS and related technologies.</p>
5%	<p>(E) RESEARCH AND DEVELOPMENT</p> <p>Research and track current trends in technology. Prepares reports and gives presentations to colleagues and management. Conducts extensive technical research to provide recommendations to management and staff regarding appropriate and compatible hardware and software. Maintains expertise on advanced software and hardware solutions and how these can most effectively be used to solve business objectives. Performs other related duties consistent with specifications of the classification.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Related Duties as Required</p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title