

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

## POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

|  |   |  |
|--|---|--|
| EMPLOYEE   | CLASS TITLE:<br>Information Technology Specialist II  | HEADQUARTERS:<br>Mather Campus   |
| PROGRAM/UNIT:<br>Information Technology / Security,<br>Data, and Geospatial / Data & GIS | POSITION NUMBER:<br>163-164-1414-xxx  | CBID:<br>R01   |
| TENURE:<br>Permanent   | TIME BASE:<br>Full Time   | WORK WEEK GROUP:<br>E  |
| APPT. EFFECTIVE DATE:  | RANGE (IF APPLICABLE):  | PROBATIONARY PERIOD:<br><input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A |
| IMMEDIATE SUPERVISOR:  | CONFLICT OF INTEREST CATEGORY:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | DMV PULL PROGRAM:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |

1. SUPERVISION RECEIVED:  
The Senior Geospatial Analyst, Information Technology (IT) Specialist II is under the general direction of the Data & GIS Division Chief (IT Manager I), State Operations Center (SOC) Planning and Intel Chief, and SOC Planning and Intel Deputy.
2. SUPERVISION EXERCISED:  
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)  
Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12 hour rotating shifts, with possible extensive overtime. Ability to use a personal computer and telephone is essential, as majority of the work is performed in utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):  
This position requires frequent and direct contact with Cal OES personnel at the staff, management, and Executive levels; leadership and Executive management of other state agencies, local government, Tribal government, federal agencies; the Federal Emergency Management Agency, and private sector entities.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):  
Failure to effectively perform the duties of the position could result in providing inaccurate information to Agencies, Departments, Operational Areas, and the public could affect public safety.
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.

CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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 Senior Geospatial Analyst supports the ICS team, which responds to emergencies and disasters within California. Under the general direction of the Data & GIS Division Chief, SOC Planning and Intel Chief, and SOC Planning and Intel Deputy, the incumbent possesses in-depth knowledge in the techniques and methodologies used in Geographic Information Systems (GIS) to enhance geospatial applications, mapping products, and feature services for all core emergency management functions (Prevention, Preparedness, Response, and Recovery).

The Senior Geospatial Analyst collaborates with external agencies on data sharing and integration, distribution, and sourcing of authoritative data services. The Senior Geospatial Analyst is responsible for researching, assessing, and preparing geospatial services for the Cal OES Common Operational Picture (COP), Concept of Operations for major disasters, and other operational products as necessary. Advises SOC management and proposes recommendations for data and GIS process improvements. As an IT Specialist II, the incumbent demonstrates leadership competencies as a technical authority to work independently, initiate communications, resolve issues, and make decisions on geospatial initiatives that align with response and recovery operational goals and objectives.

| Percent of Time | Essential Functions   |
|-----------------|---|
| 30%             | <p>Provides situational awareness information while communicating GIS needs to the Security, Data &amp; Geospatial Branch Chief. The Senior Geospatial Analyst will collect, design, develop, implement, maintain, and administer Cal OES GIS tools and services in coordination with Data and Geospatial Unit staff. Incorporates a variety of data layers, including but not limited to the web maps and feature map services, geoprocessing services, dashboards, field surveys and other sensors into products for executive situational awareness, task forces, planning groups, coordination calls, etc.</p> <p>Researches and implements ArcGIS Server, ArcGIS On-Line (AGOL), Portal for ArcGIS, capabilities, mobile GIS applications, and other related GIS technologies for geospatial intelligence gathering, analysis, and distribution to all levels of the emergency management environment. Research, identify, and manage AGOL access control (User, Groups, Roles) and solutions for mobile and web applications, layers, and feature services to align with program requirements and readiness for Cal OES.</p> <p>Participates in rehearsal drills and exercises. Completes all training to achieve and maintain the appropriate credentialing for disaster response.</p> <p>Depending on the size and complexity of the incident, additional staff may be activated for surge capacity. Provides leadership to activated staff, as needed.</p> |
| 20%             | <p>Works with IST and ORT staff to coordinate the completion of hot washes upon the conclusion of activations and after-action reports during and after disasters, as necessary. Briefs the Executive team on gaps and solutions.</p> <p>Makes written recommendations and coordinates with IST staff to troubleshoot any hurdles that are identified during implementation. Provides enhancements to web applications and map products, makes recommendations for process improvements and new solutions, and delivers GIS products to achieve a successful outcome.</p>   |

|                 |  |
|-----------------|--|
| 20%             | <p>Applies working knowledge of disaster response operations and lessons learned identified in hot washes and after-action reports to propose procedure revisions that enhance operational efficiencies, readiness, and effectiveness. Ensures procedures, checklists, and any other operational tools are revised timely to address any changes. Researches and examines cartographic and data/metadata standards used in emergency services and participating agencies and organizations.</p> <p>Provides notification and any required training to back-up IST members to ensure consistent processes for all activations.</p> <p>Works with Cal OES programs to analyze organizational GIS &amp; Data needs and provides exercise and planning support. Identifies, documents, and manages GIS design standards and data flows that support multiple business operations, applications and provides product recommendations. Provides project coordination updates for the Data and Geospatial Unit and other GIS-related projects for internal and external partners.</p> |
| 15%             | <p>Coordinates with the Governor's Office, other state agencies, and federal partners to enhance communication, coordination, and develop statewide communication strategies for emergency management incidents. Conducts regular meetings with state agencies to discuss emerging issues, resources, and techniques at the staff level. Ensures the information shared is consistent with the cabinet-level tabletop exercises but brings it down to the technical level of response efforts.</p>   |
| 10%             | <p>Coordinates with the Data and Geospatial unit and participates in designing and implementing the department's GIS training program. Provides internal end-user support for SOC operations, research new and current ArcGIS technologies, and develops an integration strategy to update and maintain training documentation for various Cal OES programs, including response and recovery operations. Provides training and guidance to state agencies and departments on incident support efforts.</p> <p>Researches and examines cartographic and data/metadata standards used in emergency services and participating agencies and organizations.</p>  |
| Percent of Time | Marginal Functions   |
| 5%              | <p>Performs other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional responsibilities may include, but are not limited to: assisting where needed within the program, which may consist of special assignments; complying with general State and Cal OES administrative reporting requirements (i.e., completion of timesheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attendance at staff meetings; and other duties as directed by the Warning Center Supervisor or the Executive Duty Officer.</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 type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" 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, 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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY: | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| CLIMBING: stairs  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| BENDING AT WAIST:   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| HANDLING: Documents, manuals  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| WORKING IN CONFINED SPACE: Enclosed office environment.             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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