

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Region GIS Specialist
	Division and/or Subdivision Northern Region
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 Redding
	Class Title of Position Research Data Specialist I (RDS I)
	Position Number 541-101-5742-001
	Effective Date
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
35%	<p>Under the direction and supervision of the Assistant Chief with Differential (Deputy Chief of Planning and Special Operations) and working with the Region and Sacramento RDS (I), and other staff, the RDS I is responsible for primary technical GIS support of CAL FIRE Units within the Region. The employee at this level will perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields; may provide consultative advice to various governmental entities and agencies, and may act as a lead person for research methodology and techniques including the design and implementation of research projects. The Region RDS I will perform the following duties with little to no GIS supervision:</p> <p>CalMAPPER Technical Support: *Provide technical support for CalMAPPER users within the Region and Units. *Maintain active membership in CalMAPPER Technical Committee to continue to enhance the platform to the users. *Participate in the CalMAPPER Training Cadre and provide ad hoc training to new users as appropriate. *Facilitate the coordination between Sacramento CalMAPPER Staff and Unit GIS Staff to meet the needs of reporting requirements set forth by Executive, Region, and Unit Staff. *Assist in the validation of data entry and accuracy of CalMAPPER reports.</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>
Equal Employment Opportunity (EEO) Statement: 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: Overnight travel throughout the Region and state may be required. Work on nights, weekends and holidays may be required.	
"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 _____	

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30% **Region GIS Technical Support:**
 *Provide technical support for CAL FIRE's ESRI Suite of Products. Including but not limited to ArcMAP, ArcPro, ArcGIS Online (AGOL), Crystal Reports, Oracle, and Collector. *Provide technical support for CAL FIRE's GIS Applications. Including but not limited to Damage Inspections (DINS), Defensible Space Inspections, Automatic Vehicle Locating (AVL), Situation Awareness and Collaboration Tool (SCOUT), etc. *Create ArcGIS Apps, as necessary, to enhance the collection and/or distribution of information to GIS users and end users. *Participate as an instructor in CAL FIRE taught GIS courses and provide ad hoc GIS training to new users as appropriate. *Be the Region point of contact for Enterprise-GIS Advanced Troubleshooting and the Region ESRI Support Authorized Caller. *Facilitate coordination between Sacramento, Region, and Unit GIS Staff to meet the needs of all programs that utilize GIS.

25% **Geospatial Mapping:**
 *Create and maintain standard Region maps. *Manage ad hoc map requests for all Region personnel. *Support Fire and Resource Assessment Program (FRAP) Program needs at a Region Level. *Support Region Operation Coordination Center (OCC) Intelligence GIS needs, as appropriate. *Support Region Law Enforcement GIS needs, as appropriate

5% **Incident Response:**
 *Acquire and maintain GIS specific incident qualifications to support the CAL FIRE mission (GIS Specialist (GISS), Infrared Interpreter (IRIN), etc.).

5% **Other Duties:**
 Other duties as assigned.

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