Under the general direction of the Assistant Chief of the Wildfire Forecast and Threat Intelligence Integration Center (WFTIIC), the incumbent shall perform the following duties:

* Direct subordinates in the implementation of WFTIIC objectives, including but not limited to policy, procedure, training development, workshop planning, legislative analysis, Public Record Act Requests. * Make recommendations and implement approved actions to advance Program expertise within the Department.

* Coordinate department program with federal predictive services programs.

* Provide supervision and oversight of the WFTIIC Research Data Specialist team.

* Oversee Program personnel functions, including the selection, hiring, assignment, staffing, onboarding, and training, performance, retention, promotion, discipline, and grievances of employees. * Manage the Program’s operating budget; make recommendations and decisions necessary to keep expenditures within budgetary limits. Seek additional program funding through the preparation of Grant applications or Budget Change Proposals.

* Complete high-level, politically sensitive, or confidential assignments, includes Common Operating Picture contracting, joint procurements with partner agencies, and others as needed.

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.

**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 encounter 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."
Working Title of Position
Research Data Supervisor II

Percentage of Time Required
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

25%
*Direct staff in the research and outreach on emerging science and technology concerning geospatial fire weather and fire potential forecasting techniques and standards; assist in data management review, audits/ performance checks, and improvements to data and analysis flow. *Distribute RDS-I workload, while completing tasks of elevated political interest, higher degrees of confidentiality, and reporting at the Executive level. *Create map-based displays, charts, tables, dashboards, and other reports related to geographic data to perform basic functions and strategies for analyses and communication of Forecasts, Warnings, and other relevant messaging. Gather, compile, populate, revise, validate, and interpret information in map-based GIS multi-user and single user databases and applications using ESRI Enterprise GIS and ArcGIS Desktop suite of tools. Data manipulation, analysis, and reporting languages (R, Python, VBA, or SAS, etc., query languages (SQL or CCL), or web-based languages (HTML, CSS, JavaScript, or Markdown). Familiar with Azure DevOps: Kanban Boards, Repos.

25%
*Collaborate with other Fire Protection programs, Management Services, Incident Management teams, and other external organizational bodies. *Serve on the Intel Program Policy Committee as policy SME. Support the development of Intel Program policy and procedure supplements, revisions, and augmentation. *Serve as the program contact, developing and maintaining positive working relationships with various groups, including political officials and governmental representatives at the federal, state, and local levels, cooperating agencies, media, landowners, and specialists from within the Department and from outside organizations. *Serve as program contact for internal and external audits.

15%
*Prepare briefings, issue papers, and other presentations; audiences include Fire Protection executive staff and management, public citizens, control agencies, the Legislative Analyst’s Office, Director’s Office, elected officials, and the Governor’s Office.

5%
*Maintain availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.

5%
Other duties as assigned.
*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.

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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  □  Posted to Directory  Initials and Date