

**DEPARTMENT OF CONSERVATION  
POSITION DUTY STATEMENT**

**CURRENT**

<b>NAME</b> Vacant	<b>MCR</b> I
<b>CLASSIFICATION</b> Research Data Analyst I	<b>POSITION NUMBER</b> 538-104-5729-XXX
<b>WORKING TITLE</b> GIS Analyst I	<b>DIVISION/UNIT</b> California Geological Survey Regional Geologic and Landslide Mapping Program
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Sacramento
<b>BARGAINING UNIT</b> R01	<b>CONFLICT OF INTEREST CATEGORY</b> N/A

**DEPARTMENT STATEMENT:**

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

**GENERAL STATEMENT:** Under the direction of the Research Data Supervisor I (GIS) in the Regional Geologic and Landslides Mapping Program, the Research Data Analyst I provides GIS support for the Seismic Hazards Unit, the Forest and Watershed Geology Program, and the Mineral Resources Programs. Duties include, but are not limited to:

**A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

• **ESSENTIAL FUNCTIONS**

- **35% GIS Application Development**  
Assists in the installation, customization, and maintenance of commercial spatial analysis software for a GIS; uses highly specialized knowledge of GIS to assist application development for implementation of complex spatial analysis procedures for the evaluation of geologic information on a GIS; documents procedures; helps perform system testing, evaluation, and provides system training and assistance to users.
- **30% GIS Database Development**  
Collaborates with other unit staff in the design, testing, and maintenance of a GIS based mapping and database systems; develops and executes procedures for conversion of geological and geotechnical data to digital form using scanning and manual and semi-automated digitizing; helps develop schemes for data quality assurance.
- **30% GIS Analyses and Data Conversion**  
Assists in complex spatial analysis of data in collaboration with project geoscientists; performs data rectification including optical and geometric corrections to imagery and to aerial photography during digital conversion; applies standard cartographic principles and conventions to effective design of map products. Performs other duties as related to classification specifications.

- **MARGINAL FUNCTIONS**

- **5% Administrative**

- Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. **SUPERVISION RECEIVED**

The Research Data Analyst I reports directly to and receives the majority of assignments from the Research Data Supervisor I; however, direction and assignment may also come from Research Data Supervisor II, Supervising Engineering Geologists and Senior Engineering Geologists.

C. **SUPERVISION EXERCISED**

None

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

None

E. **PERSONAL CONTACTS**

The Research Data Analyst I routinely interacts with other CGS and DOC staff, federal, state and local agencies, and may include extensive public and professional contact. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

F. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to identify and classify mineral resources.
- Sub-standard job performance or errors in work may result in inaccurate spatial definition of land classification.
- Negative impacts to CGS's relationships with our state and federal partners and the public.
- Potential loss of contract funding significantly impacting program budget.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- This position works primarily in office environment.
- The equipment used by this position are computers, printers, and plotters.
- Sitting at a desk in the office during core office hours using a desktop computer, keyboard, mouse and monitor under non-natural lighting for prolonged periods of time is necessary.
- Moving about the office and standing or sitting during in-person meetings is also necessary.
- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.
- Occasional operation of state-owned vehicle to drive long hours to meetings.

- Occasional working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California.
- Occasional walking on minimally irregular surfaces at field-sites may be required.
- Post-earthquake, fire, or landslide emergency response may result in relocating to local or regional incident command centers in remote locations on short notice for long durations.

H. **TELEWORK**

Telework may be available for this position in accordance with the Department of Conservation’s Telework Policy and Procedure

I. **OTHER INFORMATION**

Desired Qualifications:

- Specialized knowledge of GIS analytical techniques.
- Exercises sound judgment in analyzing situations and making logical decisions.
- Ability to communicate effectively (verbally/written).
- Ability to work independently and in a team environment.
- Ability to organize and prioritize multiple assignments.
- Ability to promote a positive working environment and relationships with others.
- Demonstrate good attention to detail and communicate effectively working as a member of a team or alone.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>