

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Office of Spill Prevention and Response (OSPR)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-5731-001
UNIT NAME AND LOCATION OSPR GIS Program, West Sacramento	CLASS TITLE Research Data Analyst II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under general supervision of the OSPR GIS Supervisor, the incumbent will perform spatial analysis, development and optimization of maps and figures using a wide array of data sources, population and maintenance of database information, and research and statistical assessment involving various types of digital spatial data, techniques, and methodologies associated with geographic information systems, including during emergency oil spill response. This work includes database query, data analysis, interpretation and analysis of results, preparation of tabular reports and map products that compile, compose, and display data.
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<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
35%	Research, acquire, analyze, sort, verify and disseminate spatial data pertinent for oil spill prevention and response to unit staff and other Department programs; this includes assessment of client needs, data file conversion and reformatting, design of databases to meet client needs, and metadata documentation. This work also includes digitizing spatial data and integration of a wide array of spatial and remote sensing data to compose and produce maps and figures for spill responders of response strategies, sensitive sites, natural resources at risk, restoration work, etc.
25%	Design, implement and perform database diagnostic and validation procedures to maintain database attributes, as well as graphic and relational integrity; locate and resolve database errors and reconcile differences between databases and source materials.
15%	Design, implement, document, test and disseminate new GIS applications and tools; assist with training of clients in application use and procedures. This may include the use of remote sensing tools and data.
10%	Participate in emergency response exercises and actual spill events; this includes the transport, setup, operation, and maintenance of GIS equipment and related peripherals, analyze, prepare, and integrate field data, and design and produce maps and other related activities as required under field conditions.
10%	Operate and perform routine minor maintenance of multi-user computer networks and peripherals, including color plotters, laser printers, scanners, and various other equipment; this includes use and interpretation of diagnostic programs, calls and consultation with service personnel, and other related duties. Attend staff meetings, training courses, conferences, and workshops; provide oil spill response support and other miscellaneous duties as required.

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<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b><u>Administration:</u></b> Perform general administrative duties: prepare and submit time sheets, travel expense claims, project status reports, and required forms in a timely manner. Attend career development and training programs, seminars, and professional society meetings as appropriate to contribute to the achievement of Program goals and objectives. Participate in annual discussions about performance appraisals and individual development plans (IDP) with the supervisor.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures.</p> <p>All of the above and design and implement research-related projects; practices required to ensure and maintain data security, including securely transmitting confidential data; experimental design procedures; problem-solving techniques and processes to identify and resolve issues related to the completion of work assignments; and advanced mathematical techniques and descriptive statistical analysis techniques and methods.</p> <p><b>Ability to:</b> Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.</p> <p>All of the above and query, mine, analyze, and manipulate data; communicate effectively both orally and in writing to individuals and groups related to the area of research; present ideas and information effectively; adapt and apply formal research methods and principles to research problems; design and validate studies and analyze the accuracy of data collected; analyze quantitative and qualitative data to reach sound conclusions and/or make recommendations; identify improvements and originate and develop new solutions which depart from traditional and existing patterns; identify required data, information, materials, and resources needed to complete/perform a project; reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex research and data problems; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; recognize when issues, activities, and/or decisions need to be elevated to management, and communicate information effectively to others.</p> <p><b>DESIRABLE QUALIFICATIONS:</b> All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.</p> <p><b>Special Personal Characteristics:</b> .</p> <p><b>Interpersonal Skills:</b></p>

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	<b>WORKING CONDITIONS:</b>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>