

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Research Data Analyst I	
		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 6105 Airport Road, Redding	
		Class Title of Position Research Data Analyst I	
		Position Number 541-101-5729-004	
		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.		
25%	Under the supervision of the Region Intel Battalion Chief, the incumbent shall perform the following duties: *This position will provide support services to Region personnel to assist in the management of daily geospatial needs and forecasting. *Provide support service to Region personnel to assist in the management of daily geospatial needs, perform basic research, data gathering, scheduled report maintenance, and statistical work in one or more areas of a broad range of subject matters. Incumbent will utilize structured and unstructured data from existing reports and resources for statewide business improvement. Streamline data sharing, create maps, dashboards, and other displays as directed and support the Geographic Information System (GIS) library within CAL FIRE Region Intel. *Ingest real-time Incident Awareness and Assessment (IAA) platform data to various forecasting applications and manage fire weather and fire activity data to improve modeling outputs. * Collaborate with Wildfire Forecast and Threat Intelligence Integration Center (WFTIIC), Southern California Geographic Area Coordination Center (GACC), and Predictive Services personnel to integrate products into Region Intel procedures and provide reciprocal services for Region Intel-developed products. May operate as an Infrared Sensor Operator, understanding of Electro Optical and Infrared Sensors.		
25%	*Create map-based displays, charts, tables, dashboards, and reports related to geographic data. Perform basic functions and strategies for analyses and communications of Fire Weather Forecasts, Fire Weather Warnings, and other relevant messaging. Gather, compile, and interpret data in map-based GIS and ArcGIS Desktop suit of tools. *Familiar with data integration, data query and programming languages as well as web-based languages (Azure DevOps, Python, VBA, SAS, SQL, HTML, CSS & JavaScript). *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 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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory _____ Initials and date			

