

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Research Data Analyst II	
		Division and/or Subdivision Resource Management-Forest Practice	
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 Santa Rosa	
		Class Title of Position Research Data Analyst II	
		Position Number 541-101-5731-003	
		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.		
30%	Under the general direction of the Forest Practice information Systems Research Manager, the Forest Practice Research Data Analyst II will independently perform the most complex technical research and statistical work in support of the Forest Program and enforcement of the Z'berg-Nejedly Forest Practice Act. POSITION DUTIES <u>Data capture and maintenance</u> *Digitally capture spatial data in the GIS relevant to Timber Harvesting Documents and may include various other Resource Management programs pertaining to vegetation management, fuels reduction, forest stewardship, community forestry, and pest management. Consult with regulatory staff and field personnel to monitor accuracy of geographical features and on-the-ground activity for the purpose of regulatory review and enforcement, watershed monitoring and analysis, long-term planning, and emergency response. Provide data and analysis pertaining to timber harvesting.		
30%	<u>Product development and automation</u> *Develop tools, scripts, and procedures to create efficiencies in data capture and maintenance. Produce and maintain cartographic and analytics products in support of the Forest Practice Program including web-based and hardcopy maps, geographic Information system applications, and data for internal and external users. *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			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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15%	<u>Program support and ecological performance</u> *Serve as a lead analyst on projects and support person working with interdisciplinary staff on the development and execution of watershed analyses and ecological performance as required through AB 1492.
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15%	<u>Research and documentation</u> *Research and document analytical procedures and keep current on scientific trends that inform and support watershed health and fisheries recovery. Serve as a liaison with the Fire and Resource Assessment Program and ensure consistency in data and analytical methods.
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5%	<u>Emergency Support</u> During emergency incidents, provide GIS expertise in support of the Department's mission in accordance with departmental policies. Maintain proficiency, qualifications, and experience at the level necessary for emergency response in accordance with the applicable laws, rules, policies and bargaining unit agreements.
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5%	<u>Other</u> Other duties as assigned.
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Job qualifications and/or conditions of employment:

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<u>Employee Signature</u>	<u>Date</u>	<u>Supervisor Signature</u>	<u>Date</u>
Personnel use only	<input type="checkbox"/> Posted to Directory	<u>Initials and Date</u>	