Working Title of Position
GIS Analyst II

Division and/or Subdivision
Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation Division

Location of Headquarters
Sacramento

Class Title of Position
Research Data Analyst II

Position Number
543-063-5731-XXX

Effective Date
August 2022

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.

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

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Duties</th>
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<tr>
<td>35%</td>
<td>Under general supervision of the Community Wildfire Preparedness and Mitigation Research Data Supervisor I, the Research Data Analyst II (RDA II) is responsible for technical support for GIS Defensible Space, Damage Inspection, Burn Permit and Home Hardening programs. The incumbent will perform a variety of tasks including complex research and data analysis. Duties include, but are not limited to:</td>
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| 30%        | *Develop, maintain, and generate GIS data for the Wildfire Preparedness Program and other Wildfire Risk Reduction Programs using digitizing (computer entry of map features), database updates, cartography (map generation) and reporting (tables, maps and charts).  
*Independently determine solutions for data development and mapping needs, utilizing program processes and government regulations, to ensure accurate and critical information for internal and external use. Work with local agencies and volunteer groups to gather the data and incorporate the data into the defensible space inspections and assessments public database.  
Develop training material used to train partnering agencies in how to curate content for and use mobile data collection technologies to achieve program goals.  
*Provide guidance for development of Field Maps, Survey123 and related ArcGIS applications in an ArcGIS including versioned editing; *Implement, post and reconcile quality assurance procedures, replication/synchronization strategies, and technical support of CAL FIRE staff utilizing these apps in support of the Wildfire Preparedness Program and other programs as directed.  |

*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: Overnight travel throughout the State may be required and could be up to 10% of the time. When approved, occasional overtime may be required and may include working at times determined by emergency incidents.

"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
Working Title of Position
GIS Analyst II

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15%
*Utilize python scripting and/or programming languages to automate processing steps and conduct custom GIS analysis to support the Wildfire Preparedness Program and other program areas as directed.

10%
*Conduct research on modeling techniques to evaluate the impacts and effectiveness of codes and regulations on the survivability of homes during a wildland fire.*Provide clear communication and effective customer support to coordinate acquisition, use, and maintenance of maps and reports identifying home hardening efforts, defensible space inspections, damage inspections, burn permit applications, public education and other Wildfire Preparedness activities to CAL FIRE executives, the Board of Forestry, and other governmental entities and agencies. Attend meetings and provide GIS support as needed to the Wildfire Preparedness program, CAL FIRE Units and Contract Counties, including on emergency incidents. May act as a lead on various projects, working groups, and committees.

5%
*Respond to emergency incidents as required per Department policy. Maintain proficiency qualification, and experience standards in accordance with applicable laws, rules, and Department policy.

5%
*Other job-related duties as assigned.

Desirable Qualifications:
- Bachelor’s Degree in related field
- Excellent customer service skills
- Experience working with management and/or executive management

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