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.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
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<tbody>
<tr>
<td>40%</td>
<td>In the Office of the State Fire Marshal’s (OSFM), Community Wildfire Preparedness and Mitigation (CWPM) division, under administrative direction of the Chief, Community Wildfire Preparedness and Mitigation (CEA), the Research Data Manager (RDM) is the manager responsible for overseeing a team of GIS staff that perform Geographic Information System (GIS) data management and analysis and reporting for the Defensible Space, Damage Inspection and Home Hardening Programs. The duties of the incumbent will include, but are not limited to:</td>
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<td></td>
<td>*Responsible for strategic oversight and recommendations on complex GIS matters within CWPM. Lead the GIS team in the creation and maintenance of a public database that contains defensible space inspections and assessments conducted by the Department, local agencies, or volunteers. Strategize solutions with the Defensible Space Deputy Chief for this public facing database to be used by qualified entities. Participate in a group of stakeholders to develop the scope of information covered in the database and the process for gathering information on inspections and assessments, and participate in policy discussions, providing advice, and help to inform the decision-making process. *Act as the GIS manager for OSFM and participate with Sacramento and other program staff to review and edit GIS data related to Defensible Space, Damage Inspection and Home Hardening. *These activities include reviewing digitized data (computer entry of map features), participating in application development, creating program assessment and tracking tools, database deployment, verifying regular updates occur timely, and reviewing reports (tables, maps and charts).</td>
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<tr>
<td>20%</td>
<td>*Oversee complex research and data analysis projects involving research design and implementation; manage projects; facilitate meetings; identify new strategies or sources for collecting data; coordinate data management and migration efforts. (Continued on page 2)</td>
</tr>
<tr>
<td></td>
<td>*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.</td>
</tr>
</tbody>
</table>

**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. Work on nights, weekends and holidays 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.”
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%  
*Oversee the design of reports to provide statistical analysis for department management as requested. *Assess, review, and identify patterns to forecast future impacts and trends to inform Department officials.  

*Provide leadership and supervision to staff. This will include personnel management with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive, safe and cohesive work environment with positive staff development and motivation. *Provide managerial oversight and guidance to other GIS staff on various projects for implementation of web map services, feature map services, geoprocessing services and web map applications using Arc GIS server, AGOL, Portal for ArcGIS and other GIS tools. *Manage various aspects of the computer systems used in GIS, including installing and maintaining specialized software and file systems, data back-ups, and troubleshooting the system. *Provide customer support, training and problem analysis for software applications. *Ensure statutes and regulations are being interpreted and applied correctly.

15%  
*Provide GIS managerial support to the Defensible Space (DSpace) Program for data entry tools used during DSpace Inspections as well as provide guidance on and assist the GSI staff with database management. *Utilize GIS based web services such as ArcGIS Online (AGOL); design, develop, maintain, and support AGOL feature services and web mapping applications.

5%  
*During emergency incidents, provide GIS expertise in support of the Department’s mission. Assist with emergency incident support as assigned within the scope of training and expertise.

Other job related duties as assigned.

**Desired Qualifications:**  
- Excellent ability to work under pressure in a fast-paced environment with shifting priorities  
- Excellent ability to handle high priority tasks and assignments simultaneously  
- Experience working with various stakeholders  
- Bachelor’s Degree in related field  
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)  
- Experience with Environmental Systems Research Institute (ESRI) software

*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.

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**Job qualifications and/or conditions of employment:**

"We have discussed this document in its entirety and understand the duties of this position."