

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

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.

INSTRUCTIONS: 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 OSPR	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-5742-004
UNIT NAME AND LOCATION Response Technology Branch, GIS, West Sacramento	CLASS TITLE Research Data Specialist I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-5742-004
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Research Data Supervisor II, in the Response Technology Branch, the Research Data Specialist I will conduct advanced GIS research and development of GIS data, applications, library resources, and related technologies in support of department-wide and program specific biological science, policy, and natural resource management.	

PERCENTAGE OF TIME PERFORMING DUTIES	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.)
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Acts as lead for the development and maintenance of complex GIS-based mapping and database systems to store, analyze and display geospatial data. Directs the creation of metadata catalog development, and development and maintenance of archival backup/recovery procedures for GIS-based products. Works with other OSPR GIS staff to maintain quality control in GIS projects.</p>
40%	<p>Performs high-level, complex analytical GIS project design, implementation and documentation including the design and testing of geospatial databases, spatial analysis, and cartographic design projects. Perform analysis (statistical and graphical) of databases in support of program activities including query, interpretation and preparation of tabular reports and map production. Design, implement, and perform database diagnostic and validation procedures to maintain database attribute, graphic and relational integrity. Locate and resolve database errors and reconcile differences between databases and their source materials. Work with OSPR staff to identify appropriate sources of information suitable for use in building and maintaining GIS data layers of interest. Prepares maps for publication in both hard-copy and digital formats.</p>
10%	<p>Participate in efforts with other agencies to develop new, innovative research technologies and establish GIS standards. Collaborate on the development of scientific research papers and publications in conjunction with Department professional staff. Attend training, conferences and skills development courses relating to web application development, GIS tools, database design, software development, and research methodology.</p>
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of DTD/BDB/GIS program goals and objectives.</p>

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	<p>DESIRABLE QUALIFICATIONS:</p> <p>Knowledge of ecology and conservation principles, the Incident Command System, and state and federal environmental regulations. Able to drive a vehicle to conduct field work, and travel to other locations as necessary.</p> <p>WORKING CONDITIONS:</p> <p>Ability to use a computer keyboard and mouse at desk most of the time. Attend meetings and workgroups in person and via conference call, work with state and federal agency staff and various stakeholders. Will participate at drills and spills requiring availability on short notice and availability to spend extended periods of time working at an oil spill/pollution incident (7-10 day rotations).</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
<p>PRINT SUPERVISOR'S NAME</p> <p>Nita Barve, Research Data Supervisor II</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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.		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>