DUTY STATEMENT

Employee Name:	Current Date: 08/29/2023
Classification: Information Technology Specialist III	Position #:
Division/Office: Office of the Secretary	CBID:
Section:	
Supervisor Name: Mike Marshall	Supervisor Classification: ITM II

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict of Interest Code.
☐ Duties performed may require pre-employment physical.
☐ Duties performed may require drug testing.
☐ Duties require participation in the DMV Pull Notice Program.
☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
☐ Operates heavy motorized vehicles.
☐ Requires repetitive movement of heavy objects.
☐ Works at elevated heights or near fast moving machinery or traffic.
☐ Performs other duties requiring high physical demand. (Explain below):
☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☒ Lead Person
☐ Supervisor	☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality, and economic vitality.

The Fiscal and Administrative Programs Unit ensures the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements, and oversees fiscal, human resources, administrative policies, and information technology throughout the Agency. The Unit also administers the Office of the Secretary's (OOS's) budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Information Technology Manager II (Acting AIO), the IT Specialist III (ITS III), serves as a Geographic Information Systems Officer for CalEPA, providing technical leadership and development oversight over CalEPA GIS applications. The ITS III takes lead responsibility for the development of GIS architecture policies, strategies, and standardized GIS frameworks for the Boards, Departments, and Offices under CalEPA. Working with stakeholders, both leadership and subject matter experts, the ITS III shall apply best practices to build and document a holistic view of the geospatial strategy, processes, architecture, and information that show how the current and future needs of an organization will be met in an efficient, sustainable, agile, and adaptable manner. This includes maintaining and supporting web and cloud-based technologies and services, such as the GIS and Data portals and transform how services are delivered.

% OF TIME	RESPONSIBILITIES OF POSITION
35%	**GIS Architecture** Leads, plans, and designs geospatial enterprise architectures by closely collaborating with other architect leads and Information Security Office. As the technical lead, demonstrate mastery-level expertise in the design and development of GIS solutions, evaluates complex systems solutions and estimates financial impact, provides analysis and recommendation to executives. Actively identifies opportunities to enhance GIS capabilities that will increase productivity, improve organizational efficiencies, and plans new solutions that will drive innovation. Lead the research and evaluation of data and GIS related technologies, both in response to customer requirements and to take advantage of

	opportunities presented by new technology. Uses industry standard GIS architectural guidelines, and CalEPA standards, to support the continuous improvement to CalEPA's GIS environment. Establish data standards and implementing strategies to update GIS applications across the Office of the Secretary (OOS). Facilitating collaboration and resource sharing on GIS technology projects among different BDOs (Boards, Departments, and Offices). Establish and lead community of practice that promote strategies, policies and standards around GIS and data. Ensures consistent and transparent data for all stakeholders, fostering collaboration and communication that results in transparency and trust. Structuring CalEPA Agency data, GIS or otherwise, to achieve maximum interoperability as required by SAM 5160.1, making it widely accessible. Confirming the compatibility of existing and future GIS applications in alignment with strategic plans and the statewide Open Data Policy. Manage plans and processes to increase access to publicly available data. Develops and presents technical information to internal and external project stakeholders on an ongoing basis at the appropriate level of detail to effectively communicate progress, issues, status, and risks. Develop and execute public outreach strategies to engage stakeholders and communities in geospatial initiatives and projects. Collaborate with external agencies, partners, and organizations to foster increased collaboration, data-sharing, and collective problem-solving.
30%	**GIS Applications** Managing the technical infrastructure of CalEPA's GIS and handling related service contracts. Overseeing the development and implementation of Geographic Information Systems (GIS) using cloud-based and on-premises technologies. Providing guidance on GIS architecture and design to ensure scalability, reliability, and performance. Managing and maintaining the security of GIS data and systems, ensuring compliance with relevant regulations and best practices. Collaboration with IT teams to design and implement infrastructure that supports GIS applications and services in the cloud environments. Evaluating and recommending appropriate cloud service providers and technologies to optimize GIS operations. Leading efforts to integrate GIS data and services with other enterprise systems to enhance data sharing and decision-making. Creating and implementing disaster recovery and business continuity plans for GIS systems hosted in the cloud. Coordinating and collaborating with the Information Security Office on risk assessments and implementing security measures to protect GIS data and infrastructure from potential threats.

	Ensures the availability, accuracy, and quality of GIS data throughout the enterprise. This involves establishing data standards, metadata protocols, and data validation processes. Establish technical direction for all aspects of the data publication process, including data and metadata preparation, spatial data, coordinate systems, geodatabases, and GIS software applications (e.g., ArcGIS, QGIS), and, use of the State's Data Portal, for data analysis and data visualization. Staying up to date with advancements in GIS, cloud computing, security, and infrastructure to identify opportunities for improvement and innovation.
15%	**Issue Resolution Strategist** Works collaboratively with CalEPA IT team members to resolve the most complex issues impacting CalEPA GIS applications and subsets. Leads and coordinates the analysis of the most complex GIS technical issues, problems, and defects to determine scope, urgency, and potential impacts to business functions and systems. Serves as the key advisor to management on implementing GIS technical changes to the applications that may have impact across the organization. Expert knowledge of how system components interact between the CalEPA applications and other state-entity applications.
10%	**Mentor & Train** Provide technical training, mentoring and knowledge transfer to staff on GIS-related work. Serves as a Project Lead and expert advisor on GIS IT projects.
5%	**Administrative Duties** Performs administrative duties including, but not limited to: adheres to OOS policies, rules, and procedures; submits administrative requests including leave, overtime, travel and training in a timely and appropriate manner; accurately report time in timekeeping system and submits timesheet by due date. Participate in the IT governance committee.
5%	**Research and Investigation** Keeps current with industry trends and conducts technical research to identify suitable IT solutions by independently reviewing technical literature, attending technical training, and doing Web research.