

DEPARTMENT OF CONSERVATION
 POSITION DUTY STATEMENT
 PO-199 (Revised 12/24)

CURRENT PROPOSED

POSITION INFORMATION	
NAME Click or tap here to enter text.	MCR I
CLASSIFICATION Research Data Analyst I (GIS)	POSITION NUMBER 538-305-5729-xxx
WORKING TITLE GIS Analyst	DIVISION/UNIT Land Resource Protection/Farmland Mapping and Monitoring Program
EFFECTIVE DATE Click or tap here to enter text.	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 6

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input checked="" type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input checked="" type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:

Under the direct supervision from the Senior Environmental Planner (SEP), FMMP/WA/CEQA Unit, with lead direction from the Research Data Specialist II, of the Division of Land Resource Protection (DLRP), the Research Data Analyst I (RDA I), Geographic Information Systems (GIS) will map agricultural land resource status using multiple data sources in the Farmland Mapping and Monitoring Program (FMMP). This will include image interpretation, mapping and digitizing, crop and field verification, and documentation of land use change in the biennial update of the Important Farmland Maps for the Farmland Conversion Report. The incumbent is expected to have knowledge of general and geospatial data analysis, GIS software, photo interpretation, data management, Microsoft Office suite of tools, and have basic project management and presentation skills. Incumbents are assigned duties and responsibilities commensurate with their background and training. Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Incumbent maps agricultural land use and land use conversion with computer equipment and GIS software using GIS data including aerial and satellite imagery, web-based map applications with street-view components, and other GIS methodologies.
30%	Uses a cloud-based field mapping application, uploads GIS data and prepares web-maps for site visits verifying land use, crop identification, and irrigation status. Edits tabular data in the field with observations or notes using a tablet device. Downloads the complete field data off the cloud and integrates it with photo interpretation for land use mapping using computer hardware and GIS mapping and other software.
15%	Performs computerized mapping and spatial processing operations associated with the FMMP land use conversion statistics table generation using GIS software and computer equipment including laptop and plotter/printer. Assists in the preparation of the Farmland Conversion Report using a laptop, and word processing and spreadsheet software. Works cooperatively with colleagues to improve quality of maps and maintain map classification and procedural consistency.
10%	Evaluates and assesses agricultural or urban land use status documents provided by the public or local government agencies, such as parcel boundaries, zoning designations, planned urban developments, water locations, energy siting, transportation infrastructure projects, and lands under conservation protection. Provides basic technical assistance in land use mapping to Department staff, other departments and agencies, and the public using computer equipment and cell phone. Prepares memos and documents associated with the FMMP land use mapping processing using computer hardware and software. Performs basic document ADA compliance using computer hardware and software.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Gives oral presentations remotely and in person on the history, mandate, procedures, and products of the Important Farmland data to Department staff, other state agencies, and the public, utilizing software such as the Microsoft Office suite of tools.
5%	Administrative - Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The RDA I (GIS) reports directly to, and receives most assignments from, the Senior Environmental Planner; however, directions and assignments may also come from Division of Land Resource Protection management and the Research Data Specialist II.

SUPERVISION EXERCISED:

None.

POSITION DUTY STATEMENT

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

None.

PERSONAL CONTACTS:

The Research Data Analyst I (GIS) will routinely interact with Department and Division employees, all levels of government, and stakeholders, which will include public and professional contact. Personal contact may be made via in-person or remote meetings, written correspondence, telephone, mail, e-mail or in person.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the success of the most critical functions of the Department's policy role, and the public image of the Department. If these functions are not adequately performed consequences may include, but are not limited to:

- The Department and the Division will not meet its legislative mandate to map Important Farmland.
- Negative impacts on the Department's relationship with our local, state, and federal partners.
- Negative impacts on the Department's public image and reputation for data integrity.
- Negative impacts on the Department's relationship with the Legislature and local governments.
- Negative impacts to practitioners utilizing and relying on accurate FMMP data to make land-use planning decisions for CEQA and other analysis.

CONDUCT AND ATTENDANCE EXPECTATIONS:

- Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.
- Treat others with respect and work in a team environment.
- Promote a positive working environment and relationships with others.

OTHER INFORMATION:

- Ability to work independently and in a team environment.
- Knowledge of principles and concepts of geography, cartography, and computer mapping; techniques of spatial analysis that involve map overlays and proximity analysis; familiarity with various map products provided by the U.S. Geological Survey, including digital formats; familiarity with map projections and coordinate systems; and familiarity with photo interpretation.
- Ability to adapt and perform spatial analysis techniques and methods to complex problems involving mapped information.
- Ability and patience to focus on and perform repetitive mapping tasks.
- Demonstrate good attention to detail.
- Exercise sound judgment in analyzing situations and making logical decisions.
- Ability to communicate effectively (verbally/written).
- Ability to organize and prioritize multiple assignments.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	<ul style="list-style-type: none">• Work in a high-rise building.• Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printer under non-natural lighting for prolonged periods of time.

POSITION DUTY STATEMENT

	<ul style="list-style-type: none"> • Use of a cordless telephone. • Move/walk about the office and stand or sit during in person meetings. • Bend (neck and waist), squat, kneel, and twist (neck and waist); reach extends above, at and below the shoulder level. • Perform repetitive hand motion such as simple grasping, fine manipulation, pushing and pulling with right and left hands. • Lift, carry, and transport up to 20 pounds.
OCCASIONALLY	<ul style="list-style-type: none"> • Participate in meetings inside and outside the Department (in-person or remotely). • Travel via private or public transportation (i.e., driving an automobile, flying in an airplane, etc.) including overnight travel inside California is required. • Travel on and off road is required. • While conducting field site visits work is performed outside exposed to all types of weather. • Conduct field site visits on minimally un-level surfaces is required. • Operation of state owned or rental vehicle to drive long hours to field sites is required. • Retrieve and replace files and records located in pull out file cabinets and/or drawers as low as floor level or as high as 54" may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name Click or tap here to enter text.	Employee Signature	Date Click or tap to enter a date.
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name Click or tap here to enter text.	Supervisor Signature	Date Click or tap to enter a date.
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POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Research Data Analyst II (GIS)	POSITION NUMBER 305-5731-xxx
WORKING TITLE GIS Analyst	DIVISION/UNIT Land Resource Protection/Farmland Mapping and Monitoring Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 6

REQUIREMENTS OF POSITION			
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GENERAL STATEMENT:

Under the general supervision from the Senior Environmental Planner (SEP), FMMP/WA/CEQA Unit, with policy direction from the Division Director and administrative direction from the Division Deputy Director of the Division of Land Resource Protection (DLRP), the Research Data Analyst II (RDA II), Geographic Information Systems (GIS), will evaluate and map agricultural land resource status using multiple data sources in the Farmland Mapping and Monitoring Program (FMMP). This will include image interpretation, mapping and digitizing, crop and field verification, and documentation of land use change in the biennial update of the Important Farmland Maps for the Farmland Conversion Report. The incumbent is expected to have knowledge of general and geospatial data analysis, GIS software, photo interpretation, data management, Microsoft Office suite of tools, and have basic project management skills. Duties include, but are not limited to:

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PERCENT	DESCRIPTION
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30%	Uses a cloud-based field mapping application, uploads GIS data and prepares webmaps for site visits verifying land use, crop identification, and irrigation status. Edits tabular data in the field with observations or notes using a tablet device. Downloads the complete field data off the cloud and integrates it with photo interpretation for land use mapping using computer hardware and GIS mapping and other software.
15%	Performs computerized mapping and spatial processing operations associated with the FMMP land use conversion statistics table generation using GIS software and computer equipment including laptop and plotter/printer. Independently prepares the Farmland Conversion Report using a laptop, and word processing and spreadsheet software. Works cooperatively with colleagues to improve quality of maps and maintain map classification and procedural consistency.
10%	Evaluates and assesses the more complex agricultural or urban land use status documents provided by the public or local government agencies, such as parcel boundaries, zoning designations, planned urban developments, water locations, energy siting, transportation infrastructure projects, and lands under conservation protection. Provides technical assistance in land use mapping to Department staff, other departments and agencies, and the public using computer equipment and cell phone. Prepares memos and documents associated with the FMMP land use mapping processing using computer hardware and software. Performs document ADA compliance using computer hardware and software.

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SUPERVISION RECEIVED:

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SUPERVISION EXERCISED:

None.

POSITION DUTY STATEMENT

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

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Supervisor Printed Name	Supervisor Signature	Date
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