

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position GIS and Automation Architect	
		Division and/or Subdivision Information Technology Services / Research Development and Innovation (RDI)	
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.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Specialist II	
		Position Number 541-021-1414-XXX	
		Effective Date November 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Chief Technology Officer (IT Manager II) and the technical guidance of the Chief Geographic Information System (GIS) Architect (IT Specialist III), the incumbent works independently and as part of a team to provide GIS and automation technical expertise, strategy, and innovation within the Technology Division and across the Department of Forestry and Fire Protection (CAL FIRE) programs. The incumbent is an expert in GIS in particular the Esri ArcGIS suite of products such as ArcGIS Pro, ArcGIS Enterprise, and ArcGIS Online. The incumbent also has expertise in the Software Development Lifecycle (SDLC) and management of technical projects, with a focus on how ArcGIS and Esri applications interact with other business systems, such as external APIs, websites, databases, serverless cloud-based applications, and no/low code platforms like Microsoft Power Apps and Power BI. Duties include, but are not limited to: GIS Solutions Architect/Project Manager *Primarily using Microsoft's and Esri's suite of applications, identify and lead the development of complex GIS solutions which advance CAL FIRE's mission and the organization's strategic goals. *Serve as solution architect and subject matter expert for all GIS related aspects for these projects. *Work with program stakeholders to define requirements and guide programs to the most efficient solutions and use of GIS.		
25%	Lead GIS Administrator *Lead the administration efforts of complex GIS systems. *Lead the planning and implementation of GIS system upgrades and patching. *Lead efforts to ensure that CAL FIRE GIS systems and data are secure. Such efforts include but are not limited to named user auditing and management, implementation of evolving security best practices, perform/schedule system backups/restorations.		
	*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: See page 3.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	*Participate as a GIS Subject Matter Expert in projects to modernize CAL FIRE's GIS infrastructure such as moving on-premises components to the cloud. *Serve as an advisor to the Chief GIS Architect on GIS architecture changes/modernizations. Automation Architect *Using various department standardized automation platforms and scripting languages such as Python and JavaScript, architect, develop, and maintain automation solutions that make CAL FIRE's internal and external use of its data more efficient and effective. *Collaborate with program stakeholders and junior Information Technology (IT) staff to define requirements and design maintainable solutions that utilize the most appropriate tools to solve program/business problems.		
10%	Advisory, Strategy, Training and Mentorship *Participate in CAL FIRE's internal GIS community and advise programs on their use of GIS. *Participate in steering committees of large GIS implementations. *Act as a mentor to junior staff and identify and, where possible, deliver training opportunities for appropriate staff. *Assess emerging technologies in the GIS domain, such as Artificial Intelligence, and determine if and how they should be adopted to improve CAL FIRE. *Travel to and participate in geospatial or technology conferences and trainings.		
10%	Other Duties *Provide onsite or remote technical support to mobilized CAL FIRE employees by assisting with issues, and service requests to include, but not limited to, resolving issues related with basic computer hardware and software installation. *Coordinate issues, service requests, and escalate as needed to incident project lead or incident management team. *Perform minor, computer, network, or server tasks, including but not limited to, adding patch cables, users, replacing switches, or wireless access points. *Attend annual Incident Network (InciNet) training, as needed.		
5%	Perform other job-related duties as assigned, including acting as an IT Duty Officer on occasions.		
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	<u>Desirable Qualifications:</u> • Experience with Esri products including but not limited to ArcGIS Online, ArcGIS Enterprise, and ArcGIS Pro. • Knowledge of multi-user geodatabases, geodatabase design, database replication/versioning techniques, and geodatabase best practices. • Experience in ArcGIS Enterprise Administration workflows including but not limited deployment, patching, upgrades, and troubleshooting. • Experience with geospatial web application design and development. • Experience in building/troubleshooting Python and/or JavaScript scripts using geospatial libraries. • Experience with custom application/widget development. • Experience building and troubleshooting Microsoft Power Automate Flows. • Experience in IT Project Management and application development. • Experience with cloud virtual machine administration. • Experience with the deployment of ArcGIS Enterprise in a cloud environment. • GISP preferred. • Membership/involvement in a geospatial professional organization such as the California Chapter of the Geospatial Professional Network, California Geographic Information Association, or American Association of Geographers. *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: Will be working at a computer in a cubicle under artificial light. Will be required work at remote facilities or incidents to affect repairs onsite, which can involve overnight travel. Hardware repair requires occasional lifting of PC's and printers which should not exceed 40 pounds.			
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