

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position GIS Data Analyst	
		Division and/or Subdivision Office of the State Fire Marshal/ Community Wildfire Preparedness and Mitigation	
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 Sacramento	
		Class Title of Position Research Data Analyst I	
		Position Number 543-063-5729-904	
		Effective Date December 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	In CAL FIRE's Office of the State Fire Marshal's (OSFM), Community Wildfire Preparedness and Mitigation Division (CWPM), under the direct supervision of the Research Data Supervisor I (RD Sup I), the Research Data Analyst I (RDA I) is responsible for providing technical support and scripting for programs within CWPM, performing a variety of tasks using Geographic Information Systems (GIS). Duties include but are not limited to:		
25%	*The incumbent will support senior CWPM GIS staff for the Qualified Entity Defensible Space Assessors program and Model Defensible Space program. *Utilize ArcGIS Pro, ArcGIS Online, and Excel to create GIS queries, perform data editing, and generate maps, figures, and reports. *Explain and clarify GIS concepts and data/map outputs to State, Local and Qualified Entity staff and the public. *Conduct in person and virtual trainings for State, Local and Qualified Entity staff and the public for various CWPM applications and workflows.		
15%	*Support Qualified Entities training, certification and reporting using an Esri Experience Builder application to route information to the appropriate units. *Support the Model Defensible Space program daily by communicating with the public and internal staff on the public and internal facing applications. *Support and engage with State, Local and Qualified Entity staff and the public daily to answer technical questions related to GIS data and web application functionality.		
	*Provide basic scripting support to senior CWPM GIS staff for the Qualified Entity assessment requests and other Inspection requests to facilitate data sharing between Qualified Entities, Local jurisdictions and CAL FIRE Inspection Programs. *Assist in implementing ModelBuilder, Python, and/or other automated workflows to make updates to the Inspection databases. *Support senior CWPM GIS staff in automating and scripting various tasks for other projects when needed.		
*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 next page.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only ☐ Posted to Directory		Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position GIS Data Analyst	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
15%	*Responsible for developing and maintaining documentation and training materials on the use of Qualified Entity tracking and Model Defensible Space applications and produce and update metadata, database schemas, data dictionaries and workflow diagrams using a variety of Microsoft and ESRI tools.		
5%	*Respond to emergency incidents as required by Department policy. Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and Departmental policy. Provide support to other Community Wildfire Preparedness and Mitigation Division programs as needed.		
5%	*Attend meetings and provide GIS support as needed for CWPM programs. Other job-related duties as assigned.		
	Desired Qualifications: • Excellent ability to work in an environment with shifting priorities • Experience with providing exceptional customer service • Experience with Environmental Systems Research Institute (ESRI) software • Experience with scripting and automation • Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) • Bachelor's degree in a related field		
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Job qualifications and/or conditions of employment: Overnight travel throughout the State may be required and could be up to 5% of the time. When approved, occasional overtime 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."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and Date	