

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Wildfire Technology Research Specialist	
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.		Division and/or Subdivision Information Technology / Office of Wildfire Technology Research and Development (OWTRD)	
		Location of Headquarters West Sacramento	
		Class Title of Position Research Data Specialist II	
		Position Number 541-026-5758-001	
		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.		
40%	The Office of Wildfire Technology Research and Development (OWTRD) serves as the central organizing hub for the state's identification of emerging wildfire technologies. OWTRD conducts analyses of the wildfire technology industry, serving the larger fire community, including academic researchers, policymakers, and practitioners, to assist in the development of innovative technologies. The OWTRD is subject to review by the Wildfire Technology Research and Development Review Advisory Board (Advisory Board), which serves in an advisory capacity to the OWTRD. In turn, the OWTRD also supports this Advisory Board. Under the general direction of the Research Data Manager, the incumbent, independently or as part of a team, performs a wide-ranging advanced mixed methods research and data-related activities that support the Program. Provides advanced analytical support for the Office's technology research activities including; qualitative and quantitative data acquisition, analysis and reporting. Conducts qualitative and quantitative analyses using appropriate methods, to interpret, summarize, and concisely communicate findings to support program decisions. Duties include but are not limited to: *Conducts ongoing environmental scanning to maintain awareness of emerging technology in public, private, academic, and non-profit fields that advances the fire industry. *Creates and maintains reference libraires and manages a portfolio of technology research projects intended to develop a deep knowledge base of emerging technology and related products and their impact on fire-related organizations. *Works with partners to understand technology needs and identify gaps and requirements of new technologies. (Continued page 2). *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: 5% statewide travel to offsite meetings may be required, with possible overnight stays.			
"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 _____			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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40%	*Project planning and oversight: Develop project plans including research needs assessments, current state assessments, project scope and objectives statements, identify data sources, and data collection and analysis methods to analyze emerging technology trends and technical capabilities and requirements. *Suggests appropriate methodology and research protocols. *Data collection and analysis: Employ a variety of methods to acquire, clean and analyze qualitative and quantitative data in various stages of completeness. Propose data acquisition methods that detect incorrect / duplicate/ missing values, and to identify outliers or data quality issues. *Document protocols used during data acquisition and transformation processes. *Perform complex analysis of data sets using querying tools (Python, R or equivalent). *Create data visualizations in Adobe, Excel, PowerBI, or equivalent tools that may also include different types of Artificial Intelligence tools like Generative AI or language models. *Communicate and present findings: exercise good judgment when communicating with internal and external partners, including vendors and external organizations. *Build and maintain good working relationships with public, private and non-profit organizations. *Provide verbal and/or written reports of activities and assigned tasks. Identify, document, and advise management on project-related issues and make recommendations to resolve issues. *Engages in frequent communications with team members and management. *Supports the Advisory Board. *Leads mixed methods research projects on behalf of the Advisory Board and develops findings and effectively presents findings to a variety of audiences. *Develops abstracts, reports, and visualizations (dashboards/infographics) of results. *The incumbent may independently or as part of a group, present findings to management, and external entities, that include implications the results may have on fire-related organizations.
10%	*Leads Proof of Concept Studies: Works with program partners, leads development and oversight of agreements with partners engaged in technology proof of concept evaluations. *Oversees data collection, analysis and reporting on technology proof of concept pilots undertaken by the OWTRD. *Works with IT partners on API development and develops evaluation criteria to determine how proof of concept pilots are determined, prioritized and evaluated. Able to handle multiple priorities, show initiative and can work independently or as part of a team. *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:

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Employee Signature	Date	Supervisor Signature	Date
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5%

Attends emerging technology meetings and document the outcomes of meetings.

5%

Performs other job-related duties or functions as assigned.

Desirable Qualifications:

- Excellent verbal and written communication
- Advanced project management and interpersonal skills
- Knowledge of advanced statistical methods

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Supervisor Signature

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