

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Research Data Specialist I	
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 CNR – Forest Practice GIS	
		Location of Headquarters Santa Rosa	
		Class Title of Position Research Data Specialist I	
		Position Number 541-101-5742-002	
		Effective Date	
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 Research Data Manager, the Forest Practice Research Data Specialist I will perform the following duties: <u>Data Capture and Plan Review</u> *Digitally capture spatial data relevant to Timber Harvesting Documents. Consult with regulatory staff and field personnel to monitor accuracy of geographical features and on-the-ground activity to facilitate regulatory review and enforcement, watershed monitoring and analysis, and long-term planning. *Provide data and analysis pertaining to timber harvesting. *Perform critical data maintenance and update functions.		
25%	<u>Research, Documentation, and Data Management</u> *Research and document analytical procedures and data management best practices; serve as lead analyst for harvest-related Geographic Information Systems (GIS) data sets. *Provide technical oversight for harvest document data entry procedures. Perform quality checks on data and provide constructive feedback to staff making data inputs. *Advance CAL FIRE's GIS capability through research and implementation of new GIS technology, provide support to and serve as GIS liaison to various Resource Management programs to ensure consistency in data and analytical methods. Develop and provide training, presentations, documentation, and exercises for users where appropriate. Represent Forest Practice Information Systems on committees and working groups. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		<input type="checkbox"/> 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 Forest Practice Research Data Specialist I	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<u>Product Development and Automation</u> Develop tools, scripts, and procedures to create efficiencies in data capture and maintenance, while actively identifying improvement opportunities. *Manage and maintain procedural manual content and provide guidance on efficient data capture and extraction from Forest Practice information systems. *In a lead capacity, create custom map products or applications in various formats for internal and external distribution. Provide analytical products in support of the Forest Practice program including reports, web applications and products, and data for internal and external users.		
10%	<u>Coordination and Collaboration</u> *Coordinate with and provide expert GIS-related technical advice, guidance, and recommendations to Forest Practice staff, the California Timber Regulation and Environmental Evaluation System (CalTREES) team, and Review Team offices to support program GIS needs. *Serve as lead GIS Specialist on interagency projects, providing both leadership and technical expertise to interagency teams. Process and publish GIS data sets, develop procedures that enable consistent data input by a variety of users, and provide advice or support interpreting existing reports and data models to governmental partners.		
5%	<u>Emergency Response</u> *During emergency incidents, provide GIS expertise in support of the Department's mission in accordance with departmental policies. Maintain proficiency, qualifications, and experience at the level necessary for emergency response in accordance with the applicable laws, rules, policies, and bargaining unit agreements.		
5%	<u>Other Essential Duties</u> Other class related duties as required. *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: May be required to work nights, weekends, and holidays to complete duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		<input type="checkbox"/> Posted to Directory	
_____ Initials and Date			