

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Pipeline Mapping Coordinator	
		Division and/or Subdivision Pipeline Safety Division	
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 Specialist I (GIS)	
		Position Number 543-541-5742-XXX	
		Effective Date January 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>In the Office of the State Fire Marshal's (OSFM) Pipeline Safety and CUPA Division, the incumbent will work under the general direction of the Supervising Pipeline Safety Engineer. The Pipeline Data Coordinator will be the GIS Application Developer for the Pipeline Safety Division (PSD) responsible for working with PSD GIS staff on the development and coordination of, ArcGIS applications, tools, data collection methodologies, and procedures. Duties include but are not limited to:</p> <p>*Provide analytical and technical support of the State Pipeline Mapping System, Pipeline Information Management System, Annual Pipeline Operator Report, and Pipeline Inspection Tracking Program. *This includes designing, testing and implementing enhancements to existing GIS applications, tools, and databases to improve the program's ability to access pipeline data, visualize spatial information, model best available technologies, analyze pipeline risks, and identify consequences of pipeline ruptures. *Develop analytical tools and data models to support research and program evaluation objectives.</p>		
15%	<p>*Coordinate with CAL FIRE Information Technology staff on design, development, implementation, and maintenance of the PSD database and Pipeline Information Management System to ensure system integrity and data compliance with applicable standards. *Evaluate GIS software tools and applications and develop recommendations regarding acquisition and implementation to support PSD mapping and database applications.</p>		
15%	<p>*Coordinate and independently conduct statistical and spatial analysis and research projects to support PSD activities and objectives where impact may be unknown; employ appropriate research design, research methodologies, statistical analyses, and knowledge of geographical information systems in the implementation of analytical projects. *Prepare and disseminate analysis, report, evaluation, and research findings to management that may impact program; coordinate internal and external ad hoc data requests and inquiries and respond to as necessary.</p> <p>*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.</p>		
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 2.			
"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	

Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Participate in the data quality improvement team to generate quality reports, develop technical assistance training for Pipeline Safety Engineers, present data quality improvements, and provide training webinars. *Participate in CAL FIRE and OSFM GIS workgroups to ensure coordination, collaboration, and effort allocation in matters concerning Enterprise GIS, GIS development and use; coordinate and collaborate with federal/state/local agencies on pipeline mapping standards and access.

10%

*Coordinate with the Assistant Deputy Director, Supervising Pipeline Safety Engineer, and CAL FIRE Webmaster to post pipeline related topics on the PSD public website including advisories, bulletins, inspections, and other relevant information.

5%

Other job-related projects or tasks as assigned. Emergency Duty Assignments as required.

Desirable Qualifications:

- Strong organizational and project management skills
- High initiative and follow-through
- Ability to handle multiple tasks/projects and changing priorities while meeting deadlines
- High level of proficiency in ArcGIS
- Excellent verbal and written communication

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Job qualifications and/or conditions of employment: **Statewide travel may be required up to 10% of the time and may require overnight stays. 5% Emergency Duty Assignments as required.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

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 Initials and Date