

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Data & Technology Division Biogeographic Data Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-037-5742-006
UNIT NAME AND LOCATION GIS Program, Sacramento	CLASS TITLE Research Data Specialist I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-037-5742-006

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the general direction of the Research Data Manager overseeing Geographic Information Systems (GIS) staff within the Biogeographic Data Branch (BDB), the incumbent serves as the Fisheries Branch (FB) Geographic Information Systems (GIS) analyst, and is responsible for operational and data support, coordination and collaboration internally and with partners, data management, and publication.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	Fisheries GIS Operational and Data Support Analyze needs and operational requirements of the Fisheries Branch with regard to geographic information management. Perform full GIS support functions, including complex technical research, data collection, and spatial analysis. This will involve detailed database maintenance, conversion of GIS data from various sources, advanced GIS queries and statistical analysis, developing metadata, advanced map composition and the development of interactive data visualization tools such as dashboards and online mapping applications. Data content includes spatial data related to inland and anadromous fisheries monitoring, translocation, distribution, range, sampling, regulation, harvest, environment, and habitat.
25%	Coordination and Collaboration Work cooperatively with interagency work teams and other GIS professionals engaged in advanced digital mapping and spatial analyses. Coordinate with other GIS professionals, state and federal agency staff counterparts to ensure consistency of data standards, Quality Assurance/Quality Control methods, and analytical methods. Serve on and support a multidisciplinary team including BDB technical GIS and biological staff. In this capacity, cooperatively develop and employ research methodology and techniques to design and develop advanced GIS and database applications in support of Department programs and projects. Attend in-person meetings and field site visits as needed, which would include travel, driving vehicles, and overnight stays.
25%	Fisheries Data Mining, Collection, Cataloguing, and Publication Perform fisheries data mining activities targeted primarily at the various groups within the Fisheries Branch (FB) with the goal of increasing the Departments digital and accessible collection of fisheries related data. Make appropriate data available in Biogeographic Information and Observation System (BIOS) for internal sharing or public dissemination, including complete metadata files. Support the development and maintenance of Department Data Management Plans for fisheries spatial data sets. Collect GPS data or other remote spatial data for mapping and entry into data portals.

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<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Perform administrative tasks; attend career development and professional training programs to maintain qualifications and contribute to the achievement of FB and BDB goals and objectives; respond to general public and or technical staff questions; Maintain professional qualifications through training, user group meetings, and conference attendance.</p> <p>Working Conditions: This position will be headquartered in the Fisheries Branch office, West Sacramento. The position offers the possibility of a hybrid telework agreement based on the Department's current Telework Policy. The position will be required to commute to the headquarters location per the incumbent's ongoing regular schedule. The duties of this position are primarily conducted indoors in a professional office environment, in a climate-controlled cubicle which may fluctuate in temperature and is under artificial light. The position involves sitting most of the time but may require walking or standing, requires use a computer, mouse, keyboard, and will be required to sit for long periods of time at a computer screen. Must be able to focus for long periods of time, multi-task, adapt to changes in priorities and complete tasks or projects with short notice. The position may entail some occasional field work or visiting other Department offices. Field work will require a uniform. Occasional travel up to 10% is required via private or public transportation.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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