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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | Working Title of Position Forest Practice Geographic Information Systems Research Data Manager | | |
| 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 Resource Management - Forest Practice Location of Headquarters Santa Rosa Class Title of Position Research Data Manager Position Number 541-101-5740-001 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. | | |
| 35% | <p>Under the administrative direction of the Assistant Deputy Director of Forest Practice, the Forest Practice Information Systems Manager has charge of and is responsible for the development, administration, and Implementation of Forest Practice Information Resources within the Department of Forestry and Fire Protection (CAL FIRE). This includes managing and coordinating support staff of the statewide Forest Practice Geographic Information System (GIS) Program, as well as the delivery of analytical reports and products, and coordination with other system managers including those responsible for managing information under the California Timber Regulation and Environmental Evaluation System (CalTREES) Program, and the Department's and other agencies' Information Technology Systems (ITS) Programs to support the Forest Practice Program development and assessment of ecological performance measures and enforcement of the Z'berg-Nejedly Forest Practice Act.</p> <p>Planning and Management of Forest Practice Information Resources</p> <p>*Plans, organizes, and manages projects and provides consultation in the development and implementation of systems and procedures for databases in service of statewide Resource Management programs affecting forests and fuels on state and private lands. *Manages statewide Forest Practice GIS program and support staff; is responsible for data coordination with the statewide CalTREES Program; collaborates with CAL FIRE's ITS in the maintenance, operation, and evolution of enterprise systems. *Serves as CAL FIRE's primary contact for interagency data coordination, information resource development, and annual reporting requirements in fulfillment of Assembly Bill (AB) 1492 Public Resource Code (PRC) § 4629. *Establishes goals and priorities for the Forest Practice GIS, including the development of standards, methodologies of spatial data capture, and database and cartographic design. *Hires, trains, and supervises personnel on the implementation of data capture, analysis, map production, and web development. Consults with Sacramento and field staff, evaluates data product needs, and coordinates with Resource Managers and Pre-Fire Planners regarding database and product development in relation to implementation of new rules and regulations affecting their programs.</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: 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 | |

