

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Geographic Information System (GIS) Analyst	
		Division and/or Subdivision CSR / San Diego Unit / Community Risk Reduction	
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 San Diego Unit / County Operations Center (COC)	
		Class Title of Position Research Data Analyst I (GIS)	
		Position Number 541-314-5729-600	
		Effective Date 11/24/2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	Under the supervision of the Forester II with training and general direction provided by the Research Data Analyst II, the Research Data Analyst I will perform the following duties: *Implement new/modified user processes/systems, design and develop new GIS applications, and install/testing GIS and Computer Aided Dispatch (CAD) software systems. *Provide mapping assistance to partnering organizations in support of Firesafe Councils, Resource Conservation Districts (RCD), and Community Wildfire Protection Plans (CWPP). *Monitor quality and progress of applications/systems. *Coordinate development, maintenance and implementation of new or ongoing GIS applications and relevant street layer information. *Work with other personnel to prepare periodic map updates. *Create, print, and publish maps for project planning containing geographical boundaries and other fuels project geographic data. *Prepare hardcopy and digital maps illustrating high-risk communities, evacuation route planning, and strategic planning. *Utilize GIS based web services such as ArcGIS Online (AGOL); develop, maintain, and support AGOL feature services, web mapping application design, and creation.		
25%	*Formulate database queries and design reports to provide statistical analysis and department management reports as requested. *Maintain standards for CAD configurations and maintenance. *Modify CAD software; customize business application/interfaces. *Conduct CAD systems analysis and design of business/dispatch processes involving evaluation of current/proposed information and business process flow, and available/emerging technology.		
15%	*During emergency incidents, provide GIS expertise in support of the Department's mission. Other duties as assigned.		
10%	*Manage various aspects of the computer systems used in GIS, including installing and maintaining specialized software and file systems, data back-ups, and troubleshooting the system. *Provide customer support, training and problem analysis for software applications. *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: May be required to work nights, weekends or holidays in support of emergency incident.			
"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 _____	