

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Information Technology Specialist I	POSITION NUMBER 538-406-1402-013
WORKING TITLE GIS Programmer	DIVISION/UNIT Enterprise Technology Services Division/GIS and Database Operations Group
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 5

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☒ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general supervision of the Chief Information Officer (CIO), the Information Technology Specialist I(ITS I) is responsible for performing a variety of GIS and database tasks as well as creating and maintaining applications. The incumbent will be responsible for managing ESRI Enterprise Geodatabases as well as ESRI's suite of GIS server and desktop applications. Performs GIS programming functions as a member of a team and may lead individual projects. The incumbent will work closely with the Enterprise GIS Architect to administer the department's GIS infrastructure. Works with Database Administrators and other technical experts within the Enterprise Technology Services Division (ETSD). A thorough knowledge of scripting languages like Python, JavaScript, and other modern languages, and a variety of GIS, database, and web development tools is required. Knowledge of SQL Server administration and data storage is highly desirable. Communicates effectively, in discussions, presentations, and in writing with peers, clients, customers, and management. Duties include but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
30%	Programming and System Integration: Performs as a specialist within the DOC technical environment; performs systems analysis and complex programming on database and GIS systems. Performs programming and system integration using object-oriented design and modern programming techniques and using n-tier application and database design. Performs programming tasks utilizing database access, stored procedures, data integrity routines, and security requirements. Writes scripts to maintain DOC's GIS apps and infrastructure. Creates and maintains new GIS applications, maps, and dashboards. Maintains expertise in software development and project management methodologies. Develops and maintains technical documentation to support systems and applications.
30%	Technical Support and GIS and Database Server Administration: Provides support to DOC staff in a complex technical environment. Identifies and resolves technical issues related to GIS products, GIS functions, program code, database design, structure, and security access. Serves as a backup for geodatabase design, structure, and security access. Serves as a backup for geodatabases and GIS server Administrator for installations, maintenance of GIS services, and GIS data including service-oriented spatial software and upgrades. Performs Administrator duties for DOC's ArcGIS portal and ArcGIS Online, works with business users on story maps and web mapping applications, helps with testing new and updated products. Identifies and resolves geodatabase and service-oriented spatial software and upgrades. Performs Administrator duties for, DOC's ArcGIS portal and ArcGIS Online, works with business users on story maps and web mapping applications, helps with testing new and updated products. Identifies and resolves geodatabase system integration problems. Assist the Database Administrator with geodatabase and service-oriented spatial server software and upgrades, testing operating systems and geodatabases GIS server configuration changes, optimizing the physical configuration to increase database stability, and tuning geodatabase system parameters for optimal performance. Provides database server support related to access and optimization. Provides support during application deployments.
25%	Business/System Analysis and Systems Development Project Lead: Works independently on analyzing complex business processes, designing technical and procedural alternatives, and implementing complex programs and systems. Utilizes standard analysis techniques including data flow diagrams, entity-relationship diagrams, and case analysis to document information processing requirements. Prepares project and technical documentation, reports, and gives presentations to colleagues and management. Acts as project lead and monitors project activities related to the development, implementation, and documentation of projects to ensure the projects are completed timely and within scope and budget. Ensures the software Quality Assurance and Quality Control (QA/QC) testing is performed and ensures end-user requirements are fully met. Collaborates with the infrastructure Network Security and Server Administration Branch to develop infrastructures related to network access and server configuration for DOC applications.
10%	Research and Development: Researches and tracks current trends in technology for best practices related to databases and GIS. Prepares reports and gives presentations to colleagues and management. Conducts technical research to provide recommendations to management and staff regarding hardware and software. Maintains expertise on software

POSITION DUTY STATEMENT

	and hardware solutions and determines how these can most effectively be used to solve business objectives.
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MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administration: Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The ITS I reports directly to the Chief Information Officer and may receive guidance from the Chief Scientific and Data Advisor or the GIS and Database Operations team lead; however, direction and assignments may also come from other supervisory staff within ETSD.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The ITS I will have frequent contact with department managers and staff to design, develop, and implement systems that meet the business needs as specified by the business and system requirements. The ITS I will represent the organization within and outside the DOC in a way that will enhance public respect for, and confidence in the employee, Department and State Government as a whole.

ACTIONS AND CONSEQUENCES:

The ITS I is expected to act independently in their duties. Major decisions based on business and system analysis related to DOC applications, network and systems design may be based on their recommendations. Poor recommendations may, therefore, create significant problems in the development of a system and result in project delays and over-expenditures. This is especially important for systems that provide a critical service to the public or which respond to a legislative mandate.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Per article 19.1 of your Memorandum of Understanding (MOU), the regular workweek of full-time employees shall be forty (40 hours, Monday through Friday, and the regular work shift shall be eight (8) hours. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for DOC Headquarters are 8:00 a.m. to 5:00 p.m. Work location (Telework versus On-site) may vary per employee, based upon their roles and responsibilities. On-site work may be required based upon the business need. You are expected to be prompt, courteous, thorough, and professional when interacting with state employees, peers, and management. Part of good customer service is listening to and communicating with our customers. To facilitate efficient and effective communication, review calendar availability then schedule phone calls or meetings with others as appropriate.

POSITION DUTY STATEMENT

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building • Work in an open modular workstation in an air-conditioned office • Ability to sit for periods up to 4 hours and key at a computer for up to 4 hours at a time • Work under pressure to meet deadlines
OCCASIONALLY	• Work overtime, if required • Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight lodging inside California may be required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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