

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position GIS Analyst II	
		Division and/or Subdivision Office of the State Fire Marshal/Community Wildfire Preparedness and Mitigation	
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 Analyst II	
		Position Number 543-063-5731-006	
		Effective Date August 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.		
35%	In the CAL FIRE Office of the State Fire Marshal (OSFM), and under general supervision of the Community Wildfire Preparedness and Mitigation (CWPM) Research Data Supervisor I, the Research Data Analyst II (RDA II) is responsible for GIS technical support for programs within CWPM, including Defensible Space, Real Estate Inspections, Damage Inspection, Burn Permits, Home Hardening, Grants, and Land Use Planning. The incumbent will perform a variety of tasks including complex GIS research and data analysis. Duties include, but are not limited to:		
30%	*Develop and maintain GIS data for CWPM programs using digitizing, database editing, cartography, and reporting. *Manage annual and ongoing updates to authoritative CAL FIRE GIS data in ArcGIS Enterprise, Oracle/SQL Server, File Geodatabase(s) and ArcGIS Online environments, including metadata development. *Work with local agencies and stakeholder groups to gather and maintain data. Examples of data include Defensible Space Inspections, Post Fire Damage inspections, Parcels, State Responsibility Areas and Direct Protection Areas.		
	*Develop and manage ArcGIS data collection applications using Field Maps, Survey123, Experience Builder and related applications in ArcGIS Online and ArcGIS Enterprise. *Independently implement quality assurance procedures and provide technical support for CAL FIRE staff utilizing ArcGIS Online apps in support of CWPM and other programs as directed. *Develop training material and conduct in-person and online training for partnering agencies and Units on curating content and using mobile data collection technologies to achieve program goals.		
	* 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 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: See next page.			
"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	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position GIS Analyst II	
Percentage of Time Required		Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
15%		*Utilize scripting languages (Python, R, SQL, JavaScript, Arcade) and other automation techniques (Power Automate, Power BI, ArcGIS Notebooks) to automate and standardize QA/QC procedures, geoprocessing, data analysis, reporting, workflow implementation and augmentation. *Create new and maintain existing geoprocessing tools and web applications to support various CWPM programs.	
10%		*Provide clear communication and effective customer support to coordinate acquisition, use, and maintenance of maps and reports related to CWPM programs to CAL FIRE executives, the Board of Forestry, and other governmental entities and agencies. *Attend meetings and provide GIS support as needed to the CWPM program, CAL FIRE Units, and Contract Counties, including on emergency incidents. *May act as a lead on various projects, working groups, and committees.	
5%		*Respond to emergency incidents as required by Department policy. *Maintain proficiency qualification, and experience standards in accordance with applicable laws, rules, and Department policy.	
5%		*Other job-related duties as assigned.	
		Desirable Qualifications: - Bachelor's Degree in Geography, Environmental Science, Natural Resource Management, Geographic Information Systems, and other related fields. - Experience with ESRI Software - Excellent customer service skills - Experience working with executive management and emergency management services	
		* 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 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: Statewide travel may be required up to 10% of the time and may include overnight stays.			
"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 _____			