

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Research Data Supervisor II	POSITION NUMBER 538-107-5737-002
WORKING TITLE GIS and Publications Supervisor	DIVISION/UNIT California Geological Survey/Geographic Information Systems and Publications Program
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S01	CONFLICT OF INTEREST DESIGNATION 3, 7

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 direction of the GIS and Publications Program Manager, the GIS and Publications Supervisor plans, organizes, and directs staff responsible for managing, producing, maintaining, and distributing statewide geospatial datasets, technical maps, and official California Geological Survey (CGS) publications. The incumbent oversees complex workflows, ensures scientific and technical quality, coordinates project schedules, and supports CGS’s mission to provide reliable geoscience information for public safety, resource management, and environmental stewardship. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
40%	GIS Management, GIS Project Implementation and Program Collaboration Provide oversight, direction, and supervision to staff in the development, management and documentation of the CGS GIS infrastructure in collaboration with the Program Managers and other CGS program managers and supervisors.

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	Project Management: Work closely with the Program Manager to assign projects to staff that support each of the programs within CGS. Manage projects by coordinating team members, overseeing schedules and budgets, communicating with stakeholders, identifying and resolving issues, and ensuring project goals are delivered on time and within scope. Data Governance: Oversee and guide the migration of GIS data libraries into Arc SDE Geodatabase ensuring data quality standards are met and metadata are complete. Supervise the development of GIS applications in an Enterprise GIS which includes versioned editing, implementation of post/reconcile quality assurance procedures. Ensure final products meet the high standards for CGS including the creations of web maps and applications, feature services, and geo-processing services. Perform, train, and perform quality assurance to ensure all products are compliant with CA Government Code sections 7405 and 11546.7, the federal Rehabilitation Act (Section 508), and the Americans with Disabilities Act. Analysis: Perform complex GIS analysis and mapping for CGS or Department of Conservation projects in coordination with the Department Geographic Information Officer. Effectively guide staff in conducting database queries, spatial overlays, and other GIS analyses using ArcGIS, Oracle, Sequel Server and other relational databases. Manage, research, and evaluate geographic studies, involving digital spatial analysis techniques such as digital mapping and GIS. Required Knowledge and Abilities: Knowledge of GIS principles and practices; geologic and geospatial data standards; cartographic design and spatial analysis techniques; metadata requirements; publication workflows; supervisory methods; project management fundamentals; and web accessibility requirements including WCAG and ADA compliance. Skilled in basic web page development, maintenance, and publishing. Familiar with USGS GeMS standards and their implementation for geologic mapping and database structures. Ability to plan, organize, and direct technical staff; manage and develop complex geospatial databases; analyze scientific data; communicate effectively; prepare clear technical documentation; establish cooperative working relationships; manage multiple projects and deadlines; ensure accessibility compliance for web-based content; develop, publish, and maintain web content; and apply and oversee the use of the USGS GeMS schema in CGS geologic mapping and data management workflows.
20%	Information Technology (IT) and GIS Security Management Advise the planning of the Program's network infrastructure, including but not limited to system analysis, design, programming, implementation, documenting, testing and training to accommodate business and user needs. Supervise the utilization of python scripting and/or other programming languages to automate processing and conduct custom GIS analyses to support the CGS mission and goals, and other program areas as directed. Lead the development and implementation of interoperability standards for GIS and data systems within CGS, as well as across agencies and platforms, ensuring seamless data integration and exchange. Supervise implementation of GIS data security (in collaboration with the Information Security Officer) on the GIS infrastructure to ensure confidential data are protected. Develop complex applications to gather and analyze scientific, spatial, economic, demographic, management, cultural, resource, or other relevant information from internal and external

POSITION DUTY STATEMENT

	agency databases. Work closely with the Department's GIS program to ensure publicly released web maps and applications are operating as expected. Ensure web-based content complies with applicable state and federal Accessibility laws.
15%	Digital Information Development Prepare and review directives from Program Managers related to digital development, maintenance, and cartographic production of geologic and hazard maps. Perform map digitization, database updates, and develop complex reports, tables, maps, and charts supporting the analysis and management of California's geologic environment. Supervise staff in the development of effective cartographic products using standard and advanced mapping practices. Provide clear communication and strong customer support for the acquisition, use, and maintenance of maps of various geologic features. Assist in developing a strategic plan for the GIS Unit operations to ensure ongoing growth and evolvement of the program. Plan, organize, and facilitate Team meetings to share information, solve problems, and improve processes. Guide staff in the preparation of formal and informal reports and conduct briefings and presentations to CGS management and external partners. Collaborate with management to develop and define standards and standard operating procedures for data sharing and documentation. Provide day-to-day GIS training and support for GIS staff and other GIS users. Assist CGS staff with local GIS project design and implementation. Provide ArcGIS desktop and GIS tool training specific to CGS data. Direct staff in developing surveys or other activities to identify user needs and hardware/software/network problems that need to be rectified.
20%	Personnel Management Plan, organize, directs, and provides supervisory review of the work performed by staff. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative 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 and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Supports responses to Public Records Act requests as needed.

SUPERVISION RECEIVED:

The Research Data Supervisor II reports directly to and receives the majority of assignments from the Manager of the Geographic Information Systems and Publications Program.

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SUPERVISION EXERCISED:

Directly supervises Research Data Specialist(s) II, Research Data Specialist(s) I, Research Data Analyst(s) II, and Research Data Analyst(s) I, in the Geographic Information Systems and Publications Program.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The incumbent routinely meets with CGS management, and other stakeholders. Occasionally they may be required to meet with other state, federal, and local agencies. May be required to make public presentations at local government meetings, such as city councils and county boards of supervisors, as well as at professional meetings and conferences.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates.
- Sub-standard job performance or errors in work may result in inaccurate spatial definition of mineral land classification, regulatory hazard zones, geologic hazards, and/or geologic materials.
- Negative impacts to CGS's relationships with our state and federal partners and the public.
- Potential loss of contract funding significantly impacting program budget.

CONDUCT AND ATTENDANCE EXPECTATIONS:

You are expected to be courteous, treat others fairly, honestly, with respect, work cooperatively, and provide the highest level of service possible when interacting with state employees, peers, management, and the public. You are expected to maintain regular attendance according to your approved work schedule. The core office hours for the California Geological Survey are Monday through Friday from 8:00 a.m. to 5:00 p.m. Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures. Working at home, before and/or after hours is unauthorized unless pre-approved. Commute to or from the office is not considered time worked.

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WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Telework and working in an office environment, sitting at a desk during core office hours using a desktop computer, keyboard, mouse and monitor under artificial lighting for prolonged periods of time is necessary. • The equipment used by this position are computers, printers, and plotters. • Sitting at a desk in the office during core • Moving about the office and standing or sitting during in-person meetings is also necessary.
OCCASIONALLY	• Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required. • Occasional operation of state-owned vehicles to drive long hours to meetings. • Occasional working extended hours to meet project deadlines and to attend meetings, on-site reviews, or training inside California. • Occasional walking on minimally irregular surfaces at field-sites may be required. • Post-earthquake, fire, or landslide emergency response may result in relocating to local or regional incident command centers in remote locations on short notice for long durations.

The duties of this position are subject to change and may be revised as needed or 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

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

Supervisor Printed Name

Supervisor Signature

Date