

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Research Data Specialist I	POSITION NUMBER 538-107-5742-004
WORKING TITLE GIS Specialist I	DIVISION/UNIT California Geological Survey/Geographic Information Systems and Publications Program
EFFECTIVE DATE	LOCATION Los Angeles
BARGAINING UNIT R01	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 a Research Data Supervisor II in the Geographic Information Systems (GIS) and Publications Program, the GIS Specialist I is part of an established team producing maps, data, figures, and reports in support of the California Geological Survey (CGS) mission. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Serves as a GIS technical specialist fulfilling requests for GIS expertise from other CGS programs as needed. Conducts research and analysis to support department and division goals and mandates related to geologic hazards, geologic framework investigations, and geologic resource management. Uses GIS software packages and relational database systems to independently compile, create, prepare, and maintain geospatial data. Performs analysis of vector and raster data, completes geoprocessing tasks, and maintains

POSITION DUTY STATEMENT

	models and scripts to support the development of high-quality geospatial data products. Creates data and metadata that meets standards defined by the Department of Conservation (DOC) and project partners such as the United States Geological Survey. Assists project teams in the analyses, processing, and visualization of remotely sensed data. Must be willing to learn to develop photogrammetric models and perform model differencing.
25%	Produces maps, figures, reports, data, and other information products using GIS software and Adobe Creative Suite. Utilizes geologic mapping and publication standards, techniques, and cartographic and information design principles to create visually pleasing, accessible (ADA-compliant) publications for print and digital/web consumption. Prepares accessible PDF documents under general supervision using Microsoft Office, Adobe InDesign, Adobe Acrobat Pro, axes4 PDF Accessibility Checker, and Allyant CommonLook PDF.
20%	Serves as an assistant project manager by communicating status of assigned projects regularly with the project manager and stakeholders regarding scope, schedule, budget, and significant risks. Communicates and works with project teammates on day-to-day tasks and troubleshooting. Prepares and edits web page text and graphics for the CGS website, under general supervision.
10%	Supports emergency response operations following natural hazard emergencies, including but not limited to earthquakes, tsunamis, landslides, and wildfires. May deploy to incident command centers in remote or urban locations. May support field investigation efforts by operating an Uncrewed Aircraft System (UAS), or act as a UAS spotter; complies with Department of Conservation UAS guidelines and may obtain Federal Aviation Administration license for UAS operation; downloads and processes UAS optical data (imagery) and laser point cloud data (lidar).

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Mentors others in the use of GIS and related software. Supports GIS training intermittently. Attends meetings with external stakeholders.
5%	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 timesheet system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Research Data Specialist I reports directly to and receives the majority of assignments from the Research Data Supervisor II; however, direction and assignment may also come from the GIS and Publications Program Manager, Branch Chiefs, the State Geologist, Supervising Engineering Geologists, and Senior Engineering Geologists.

SUPERVISION EXERCISED:

NONE

POSITION DUTY STATEMENT

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

PERSONAL CONTACTS:

The Research Data Specialist I routinely interacts with other CGS and DOC staff, federal, state, and local agencies, and may include extensive public and professional contact. Contacts may be made via personal interaction, written correspondence, telephone, and/or email.

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 and classification of map layers and data products.
- 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.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in an office environment in a high-rise building. • Sit at a desk in the office during core office hours using a desktop computer, keyboard, mouse and monitor under artificial lighting for prolonged periods of time. • Move about the office and stand or sit during in-person meetings.
OCCASIONALLY	• Travel via private or public transportation (i.e., automobile, airplane, etc.). • Operate state-owned vehicle to drive long hours to meetings. • Work extended hours to meet project deadlines and to attend meetings, on-site reviews, or training. • Walk on irregular surfaces at field sites. • Deploy to incident command centers in remote or urban locations on short notice for long durations.

POSITION DUTY STATEMENT

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
--------------------------------	-----------------------------	-------------