

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

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR I
CLASSIFICATION Research Data Specialist II	POSITION NUMBER 538-107-5758-004
WORKING TITLE GIS and Publication Specialist II	DIVISION/UNIT California Geological Survey/Geographic Information Systems and Publications Program
EFFECTIVE DATE	LOCATION Sacramento
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:

The California Geological Survey (CGS) is a division of the California Department of Conservation (DOC) and is one of the oldest geological surveys in the nation. Our mission is to provide scientific products and services about the state's geology, seismology, and minerals that affect the health, safety, and business interests of the people of California.

Under the direction of a Research Data Supervisor II the Geographic Information Systems (GIS) and Publications Specialist II independently performs complex and diverse geoinformatics, cartography, and publishing tasks in support of CGS programs and scientific and regulatory missions. The incumbent must have advanced knowledge and skills related to geospatial data analysis and statistics, data management, information design and visualization, and project management. Duties include, but are not limited to:

POSITION DUTY STATEMENT

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	GIS & Data Management, GIS Technical Leadership Develop spatial and non-spatial datasets using GIS software, geodatabases, and automation tools in order to support scientific analysis and CGS program needs, working independently and following CGS data standards. Maintain geodatabases, metadata, data structures, and documentation using established schemas and QA/QC procedures in order to ensure accuracy, consistency, and accessibility, under general direction. Perform advanced GIS analysis, geoprocessing, spatial modeling, visualization, and data integration using Esri tools and scripting workflows in order to generate reliable analytical products for CGS studies, with minimal supervision. Lead GIS QA/QC efforts by conducting reviews, validating datasets, and applying standardized quality methods in order to maintain data integrity across CGS projects, serving as the technical lead. Recommend GIS tools, analytical methods, and software solutions to project teams in order to optimize workflows and ensure technical suitability, following broad direction. Synthesize geospatial information and produce GIS-derived data representations using mapping templates and cartographic standards in order to generate publication-ready content. Support the deployment and use of Esri field applications and mobile GIS tools in order to enable accurate field data collection and post-event reconnaissance, working under general direction.
35%	Publication Production, Visualization & Digital Content Produce maps, figures, graphics, and other visual materials using GIS, Adobe Creative Suite, and cartographic design principles in order to create Accessible, publication-quality content for CGS reports and digital platforms, working independently. Prepare publication-ready data packages and formatted materials using CGS layout standards and Accessibility guidelines in order to ensure consistency and compliance across CGS products, under general direction. Assist project teams by interpreting geospatial information and applying visual communication methods in order to develop clear presentations of geologic hazard and resource information, following general guidance. Develop workflows, documentation, and best practices for publication design, digital content production, and accessibility processes in order to standardize CGS publishing methods, under broad direction. Maintain web-based GIS applications, interactive maps, and digital publications using web-mapping frameworks and CGS data feeds in order to provide public access to scientific information, with general supervision.

POSITION DUTY STATEMENT

15%	Project & Workflow Management Plan project scopes, schedules, tasks, and resource needs through collaboration with supervisors and stakeholders in order to establish organized and achievable work plans, under general direction. Manage multiple concurrent projects by monitoring progress, prioritizing tasks, and tracking milestones in order to ensure timely and high-quality project delivery, working independently. Identify project risks, dependencies, and technical challenges using project management tools and team consultation in order to maintain workflow continuity and resolve issues, under broad direction. Communicate project status, decisions, and workflow updates using established reporting methods in order to keep stakeholders informed throughout project execution, with minimal supervision.
10%	Staff Support, Training & Mentorship Train staff in GIS tools, geodatabase management, metadata creation, field data workflows, and digital content methods in order to increase staff proficiency and ensure consistent use of CGS standards, under general direction. Mentor staff by providing guidance, answering technical questions, and demonstrating best practices in order to support professional development and workflow efficiency, with minimal supervision.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative Responsibilities Complete administrative tasks such as submitting leave requests, travel documentation, daily logs, and timesheets using departmental systems in order to comply with state and departmental procedures, under direct guidance. Follow department policies, rules, and procedures in order to maintain compliance with administrative and operational requirements, with general supervision.

SUPERVISION RECEIVED:

The Research Data Specialist II reports directly to and receives the majority of assignments from the Research Data Supervisor II; however, direction and assignments may also come from Research Data Manager, Supervising Engineering Geologists and Senior Engineering Geologists.

SUPERVISION EXERCISED:

The incumbent may provide technical guidance, mentoring, knowledge transfer, or lead direction on assigned projects or tasks but does not have formal supervisory authority.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

NONE

RESEARCH DATA SPECIALIST II

DUTY STATEMENT REVISION: (10/6/2026)
Page 3 of 5

POSITION DUTY STATEMENT

PERSONAL CONTACTS:

The Research Data Specialist II 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	• This position works primarily in an office environment in a high-rise building. • The equipment used for this position are computers, printers, and plotters. • Sitting 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 is necessary. • 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 a 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.

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
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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
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