

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Research Data Specialist I – Wildfire Forecast and Threat Intelligence Integration Center	
		Division and/or Subdivision Fire Protection Operations - Intel	
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 Specialist I	
		Position Number 541-061-5742-002	
		Effective Date August 10, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	The Research Data Specialist I position is a member of the Wildfire Forecast & Threat Intelligence Integration Center (WFTIIC). The WFTIIC serves as California's integrated central organizing hub for wildfire forecasting, weather information, threat intelligence gathering, collating, and dissemination. This position coordinates wildfire threat intelligence and data sharing among federal, state, local agencies, tribal governments, utilities, other service providers, academic institutions, and nongovernmental organizations. As part of the WFTIIC team, this position contributes to the collaborative efforts for statewide wildfire preparedness, response, and recovery through data analysis, geospatial support, and interagency coordination. Under the general direction of the Research Data Supervisor II, the incumbent shall perform the following duties: *Intelligence Gathering: *Provides real-time or near-real-time intelligence updates on incidents through chat-based messaging and reports, supporting early detection, threat assessment, and continuous evaluation of emerging incidents for Executive staff, Sacramento staff, and field personnel. *Weather Monitoring: *Continuously monitor RAWs data, NWS forecasts, mountaintop cameras, lightning detection networks, and satellite detection products for emerging wildfire threats. *Provide daily weather summaries, red flag and fire weather warning, and situational briefings during high-risk events.		
30%	*Product Development: *Assist in the development of technical reports, presentations, and other communications intended for a wide spectrum of audiences: internal to the program, internal to the Department, and external organizations. *Audiences include colleagues, superiors, public citizens, and control agencies up to and including the Governor's Office. *Fire Behavior Modeling & Analysis: *Use FireSim and FireCAST within WFA to conduct fire behavior modeling and forecasting. Integrate NFDRS indices, RAWs data, topography, fuels, and forecasted weather to generate accurate fire spread predictions and risk assessments. *Develop and deliver actionable outputs to Sacramento Executives and staff that are user-friendly, easily shareable, informative, timely, accurate, and provide unified messaging. *Tactical Analyst SME: *In addition to acting as a WFA SME, serve as the SME for Tactical Analyst and Tactical Analyst Mobile. *Act as a contact for product access, training, troubleshooting, and operational support. *Coordinate with Region Intel to align workflows and contribute to statewide COP policy development. *Operational System Integration: *Monitor and integrate data from Tablet Command, TA, IRWIN, IROC, ROC, IAA Portal, FTP, NIROPS, into TA to maintain a current, comprehensive operational picture. *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 a 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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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 Research Data Specialist I – Wildfire Forecast and Threat Intelligence Integration Center	
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30%	*Geospatial Analysis and GIS Support: *Provide support service to WFTIIC personnel to assist in the management of daily geospatial needs and forecasting. *Streamline data sharing, create maps, dashboards, and other displays as directed and support the Geographic Information System (GIS) library within CAL FIRE Headquarters, Intel, and Predictive Services. *Data Integration & Quality Control: *Maintain and validate weather, fire activity, and resource data used in Tactical Analyst and WFA. Perform daily reconciliation and data quality checks to ensure accuracy. *Geospatial Support (GIS): *Gather, edit, and maintain authoritative GIS datasets to support incident mapping, fuels reduction projects, and pre-fire planning. Produce maps, dashboards, charts, utilizing ESRI platforms (ArcGIS Pro, ArcGIS Online, Experience Builder, Field Maps, Survey123, etc.). *Collaborative Data Exchange: *Coordinate data sharing with Region Intel, Sacramento, and cooperators to ensure statewide consistency. *Automation: Use ModelBuilder, Python, and geoprocessing workflows to streamline data processing and reporting. Innovation, Product Feedback & Incident Support. *Product Feedback: *Actively use and test TA, WFA, Tablet Command, and other intel tools. *Provide feedback to Region and Sacramento Intel on functionality, report system issues, and suggest workflow enhancements and product improvements.		
5%	Incident Support: *Remain available for emergency incident assignments, including on-scene intel support, fire behavior modeling, and real-time operational decision-support products.		
5%	Other duties as assigned.		
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