

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Wildfire Forecast & Threat Intelligence Integration Center (WFTIIC) Supervisor	
		Division and/or Subdivision Fire Protection	
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 Supervisor II	
		Position Number 541-061-5737-001	
		Effective Date 10/5/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Deputy Chief of the Wildfire Forecast & threat Intelligence Integration Center (WFTIIC), the incumbent shall perform the following duties: <u>Supervision and Leadership</u> * Serves as a supervisor within the WFTIIC, providing leadership and oversight in the planning, direction, coordination, and evaluation of work performed by a medium-sized staff of Research Data Specialists who collect, analyze, validate, and disseminate wildfire-related information, including forecasting products, weather data, pre-incident intelligence, early-detection outputs, and wildfire-threat assessments. *Reviews and approves employee timesheets, manages work schedules, ensures adequate staffing coverage, and administering attendance, leave usage, and related personnel requirements in accordance with department policies and procedures. *Establishes expectations, evaluates employee performance, provides coaching and corrective direction, identifies training and development needs, ensures employees have the tools, information, and training necessary to perform their assignments effectively. *Ensure staff compliance with CAL FIRE policies, administrative requirements, operational procedures, and providing clarification and guidance as needed. *Support the development of Intel Program policy and procedures, revisions, and augmentation. <u>Wildfire Intelligence, Operations, and Geospatial Analysis</u> * Lead staff in developing, reviewing, and refining map-based displays, charts, tables, dashboards, assessments, situation reports, fire-potential summaries, daily wildfire briefs, and other geographic-data intelligence products to support analysis and communication of forecasts, warnings, and decision-support materials for both technical and non-technical audiences. *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.		
30%			
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 _____		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 Wildfire Forecast & Threat Intelligence Integration Center (WFTIIC) Supervisor
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	• *Prepare briefings and incident updates for diverse audiences, including executive staff and management, state, federal, and local agencies, public stakeholders, the Legislative Analyst's Office, elected officials, and the Governor's Office. • Lead operational staffing during periods of elevated or significant wildfire activity to ensure delivery of critical intelligence in support of statewide incident readiness and response • *Gather, compile, revise, validate, and interpret information in map-based GIS databases and applications using ESRI Enterprise GIS and ArcGIS Desktop suite of tools. Data manipulation, analysis, and reporting languages (R, Python, VBA, or SAS, etc., query languages (SQL or CCL), or web-based languages (HTML, CSS, JavaScript, or Markdown). • *Provide leadership and training to ensure staff develop and maintain proficiency in essential analytical and production software—including Microsoft Power BI, Excel, Word, PowerPoint, Adobe Illustrator, Adobe Acrobat Pro, Power Automate, and other Power Platform tools. <u>Collaboration and Coordination</u> • *Serves as the primary liaison between the Predictive Services Program and the WFTIIC, ensuring continuous communication, coordination, information sharing, and integration of predictive services products and situational intelligence. • *Support the Predictive Services program in RAWS sensor deployment, statewide RAWS network coordination, and fire environment research as it relates wildfires. *Proficiency in the fire environment mapping systems (FEMS)
5%	• * Represent the program and maintain strong, collaborative working relationships with CAL FIRE Regions & Unit intelligence staff, and federal, state, and local partner agencies—including NWS, USFS, the California Military Department, CAL OES, CPUC, and other cooperators.
5%	• *Promote a collaborative team environment encouraging innovation, professional development, knowledge sharing, and continuous improvement. • Maintain availability for assignments to emergency Incidents. • Other duties as assigned. *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.
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