STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Forest Practice Research Data Specialist II

Division and/or Subdivision
Forest Practice GIS

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
Santa Rosa

Class Title of Position
Research Data Specialist II

Position Number
541-101-5758-001

Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general direction of the Forest Practice Geographic Information System (GIS) Research Data Manager and Sacramento Forest Practice, the Research Data Specialist II supports the Forest Practice Program and ensures compliance with the Z'Berg-Nejedly Forest Practice Act. The Forest Practice Research Data Specialist II will perform the following duties:
30%	Product Development, Automation, and Data Engineering *Independently develops and maintains automated workflows that ensure efficient, accurate, and repeatable management of Forest Practice GIS data. Responsibilities include designing Python-based tools, scripts, and procedures that streamline editing, validation, and maintenance of ArcGIS Online (AGOL) hosted datasets as well as in an Enterprise environment; implementing automated backup routines; and creating internal utilities that reduce manual workload for staff. Develop and implement quality assurance and quality control methods to maintain and monitor data standards and integrity. Performs complex spatial and tabular analyses, produces analytical products, and develops custom maps and web-GIS applications for internal and external stakeholders. Work includes querying, validating, formatting, and maintaining statewide Forest Practice GIS data using ArcGIS Online, ArcGIS Pro, Python, Structured Query Language (SQL), and related tools.
30%	Research, Documentation, and Data Management *Research, develop, and implement best practices for data governance, including naming conventions, schema management, version tracking, documentation, and quality assurance/quality control. Lead development of AGOL-based solutions including hosted feature layers, views, web maps, web apps, and data-collection tools (Survey123, Field Maps). Provide technical support for Forest Practice GIS workflows and maintain critical statewide datasets. Collaborate with California Department of Forestry and Fire Protection (CAL FIRE) programs and GIS vendors to evaluate new technologies and implement improvements that enhance Forest Practice GIS capabilities. Develop training materials, documentation, and presentations for users of varying technical backgrounds.

*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: See Page 2

"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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Forest Practice Research Data Specialist II

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	Data Capture and Plan Review *Digitally capture spatial data relevant to Timber Harvesting Documents; maintain data attributes accurately representing harvest document status, harvest activities, and geographical features on the ground to facilitate regulatory review and enforcement, fuels and watershed monitoring and analysis, and long-term planning. Demonstrate a commitment to the efficient creation of precise data.
10%	Collaboration and Contribution to Committees and Work Groups * Work cooperatively with Forest Practice GIS staff, CAL FIRE Information Technology Services and other GIS professionals in advanced digital mapping and spatial analyses. Coordinate with Forest Practice GIS staff and GIS professionals in various Resource Management programs to ensure consistency of data standards and analytical methods. Represent the Forest Practice GIS program on committees and working groups.
5%	Emergency Response * During emergency incidents, provide GIS expertise in support of the Department's mission in accordance with departmental policies. Maintain proficiency, qualifications, and experience at the level necessary for emergency response in accordance with the applicable laws, rules, policies, and bargaining unit agreements.
5%	Other Essential Duties Other class related duties as required.
	Desired Knowledge and Abilities Broad knowledge of ArcGIS Enterprise deployments, ability to manage and monitor Spatial Database Engine and other Database Management Systems. Ability to develop and maintain Python scripts and toolboxes, familiarity with SQL.
	*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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Job qualifications and/or conditions of employment: May be required to work nights, weekends, and holidays.

"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