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STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16)

Working Title of Position
Remote Sensing Intelligence Specialist

Division and/or Subdivision
Fire Protection Operations / Fire Intelligence / Remote Sensing

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
Mather – McClellan

Class Title of Position
Research Data Specialist I

Position Number
541-061-5742-004

Effective Date
10-01-2026

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 direction of the Research Data Manager I, the incumbent shall perform the following duties:
40%	*Operate as a Mission Sensor Operator (MSO) aboard CAL FIRE Intel aviation assets supporting Incident Awareness and Assessment (IAA), natural resource management, and other remote sensing needs for CAL FIRE. *Collect, process, analyze, and deliver timely, accurate, and operationally trusted geospatial intelligence products derived from remotely sensed data using the Esri ArcGIS software ecosystem. Perform assigned duties within the confined workspace of general aviation aircraft while operating under dynamic flight conditions. *Develop Remote Sensing collection plans by analyzing mission objectives and applying technical judgment to determine appropriate collection strategies, flight parameters, sensor configurations, and other operational considerations necessary for crewed aircraft imagery collections. *Ability to coordinate collection efforts effectively across functional disciplines including pilots, maintenance staff, and Fire Operations personnel to ensure mission objectives are executed safely and efficiently.
20%	*Provide GIS support to Department personnel through complex spatial analysis, technical research, data gathering, statistical analysis, and interpretation of geospatial information utilizing multiple modalities of data. Prepares static maps and web GIS applications to present findings.

*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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STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	Working Title of Position Remote Sensing Intelligence Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Manage geospatial data and ArcGIS web services throughout their lifecycle including organization, quality assurance, publication, maintenance, optimization, and retirement in accordance with Departmental standards and operational requirements.
10%	*Gather, analyze, document, and validate operational requirements, business processes, and functional and non-functional requirements supporting intelligence and remote sensing systems. *Develop and communicate storyboards, activity diagrams, data flows, user stories, system architecture diagrams, and other technical documentation that accurately represents business processes, system functionality, and proposed solutions. Evaluate existing processes and recommend improvements that enhance operational capabilities, data management, automation, and service delivery, while effectively communicating recommendations to business and technical stakeholders at all levels of the organization.
10%	*Develop technical reports, presentations, and other communications intended for a wide spectrum of audiences that are internal to the program, internal to the Department, and external organizations; audiences include colleagues, superiors, the public, and control agencies up to and including the Governor's Office.
5%	*Travel may be required for training, overhead assignments, and meetings. *Maintain availability for assignment to emergency incident activities, which may include fire, flood, earthquake, or other emergencies.
5%	Other duties as assigned.

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Job qualifications and/or conditions of employment: Ability to work in tight spaces while in motion including on board aircraft in flight. When the Department is above base staffing levels, a flexible schedule is required to maintain seven-day a week coverage which will require working weekends and holidays and the possibility of nights.

"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