STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
GIS Data Specialist

Division and/or Subdivision
Climate and Energy

Location of Headquarters
Sacramento

Class Title of Position
Research Data Specialist I

Position Number
541-760-5742-XXX

Effective Date
January 1, 2027

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The Department of Forestry and Fire Protection's (CAL FIRE's) Natural Resource Management Climate and Energy Program represents the Department on climate change and forest restoration topics and manages grants funded by the Greenhouse Gas Reduction Fund, General Fund, and Proposition 4 Climate Bond. The Research Data Specialist I will support the Climate and Energy Program by assisting the Research Data Specialist II with managing Geographic Information Systems (GIS) data and creation of products for displaying, sharing, analyzing, and tracking data from grant programs, as well as collecting, analyzing, and managing additional program data for reporting purposes. Under general direction of the Senior Environmental Scientist Supervisor, the incumbent independently performs the following duties, including but not limited to:
30%	*Assist with the validation, analysis, and management of GIS data for Forest Health, Tribal Wildfire Resilience, and Regional grants. *Coordinate with program staff and grantees to resolve spatial data discrepancies, communicate technical data requirements, and ensure submitted data meets established quality standards. *Develop, test, implement, and maintain standardized spatial data collection, validation, and quality assurance protocols to improve data consistency, accuracy, and reliability across grant programs. *Assist with the development of project specifications, procedures, and user guides to standardize data gathering and reporting to meet program needs. *Train grantees and provide technical assistance in support of spatial data and grant reporting.
30%	*Assist with the development and maintenance of Climate & Energy spatial database, including evaluating data structures, integrating spatial data sources, and implementing data management and quality control procedures to support program analysis and reporting. *Enter data into the CAL FIRE Management Activity Project Planning and Event Reporter (CalMAPPER) and follow quality assurance processes. *Collaborate with the Climate and Energy Program Research Data Specialist II on CalMAPPER and data management.
	*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	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
GIS Data Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Collect, analyze, evaluate, and report non-spatial program data, including jobs reporting, other California Climate Investments requirements, RAPTR, and Bond reporting requirements. *Maintain and update non-spatial program data systems, including Climate & Energy's Airtable database and the California Grants Portal, to ensure data accuracy, consistency, and completeness for program monitoring and reporting.
10%	*Respond in a timely manner to ad hoc data analysis and mapping requests using CalMAPPER and ArcGIS tools, collaborating with staff in the Fire and Resource Assessment Program, Office of the State Fire Marshal, and other CAL FIRE programs as needed. *Provide GIS support for special projects as needed.
5%	*Assist with the development and maintenance of advanced technical GIS tools such as dashboards, web maps, mobile applications, and Story maps using ESRI ArcGIS Online and ArcGIS Enterprise in support of program reporting and communication needs. *Use coding tools to streamline program processes.
5%	*Other job-related duties as assigned, in accordance with the class specifications.

*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 require statewide travel up to 5% of the time, may involve overnight stays.

"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