

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASS TITLE: Research Data Supervisor II	HEADQUARTERS: Mather Bldg B
PROGRAM/UNIT: Response & Recovery Operations, Geographic Information	POSITION NUMBER: 163-318-5737-001	CBID: S01
TENURE: Perm	TIME BASE: FT	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Research Data Supervisor II is under the supervision of the Response Systems Integration Branch Chief.

2. SUPERVISION EXERCISED: This position has supervisory responsibility for approximately five professional staff.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Physical tasks include driving, standing, lifting, bending, etc. Mental tasks include working well as a team player, working under changing priorities (flexibility), irregular hours, working under pressure during disasters. Physical tasks include standing, lifting, bending, etc. Travel in automobile, commercial aircraft and public transportation.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Contact with department managers and supervisors, employees of the California Governor's Office of Emergency Services (Cal OES), other state agencies, and the federal government to provide technical information to solve geographic information system problems, discuss operational or business needs and geographic functional requirements. Acts as a liaison with outside contractors and vendors who are providing goods or services to Cal OES. This position has direct contact with Department of Technology's Office of the State Geographic Information Officer to coordinate geographic information system requirements.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Cal OES is responsible for disaster response, planning, preparedness, and training. This position holds a responsibility for the security and integrity of spatial information throughout the organization. Failure to perform the duties of the position effectively could result in loss of critical information for the mission and the organization.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

EMERGENCY OPERATIONS – CONTINUED

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under direction of the Response Systems Integration Branch Chief, the GIS Division Chief (Research Data Supervisor II) is responsible for planning, organizing, supervising, controlling and coordinating activities for GIS staff. The GIS Division is responsible for data analysis, data visualization development, map development, testing and documentation requested by various Cal OES program areas for spatial data, with particular emphasis on operational requirements utilized for emergency planning, response and recovery. The GIS Division is responsible for developing, implementing, and continued research and improvement of Cal OES location information and situational awareness tools. This position is responsible for the Cal OES location information Data Management Plan, information templates and applications, emergency management data sharing collaboration with Cal OES partners, and data availability, include mobile collection and distribution streams. These responsibilities are critical to the decision making processes with Cal OES before, during and after emergencies.

<i>Percent of Time</i>	ESSENTIAL FUNCTIONS
45%	(E) Manage and direct staff responsible for activities pertaining to geographic information systems (GIS) development, enhancement, and maintenance in support of departmental spatial programs and Cal OES situational awareness tools. The unit manager's specific duties include supervising and coordinating staff; recruiting, hiring, and developing employees through training and performance review reports; conducting unit staff meetings; preparing management reports and presentations for both internal and external entities.
25%	(E) Directs the development, design, and implementation of innovative solutions to emergency management problems using geographical information systems, related tools, and emerging technologies. Responsible for directing research and analysis that will ensure appropriate methodologies are in place to meet Cal OES disaster planning, response and recovery operational requirements. Oversee collaboration with program staff, state partners, and the State Geographic Information Officer to research, develop, design, and implement innovative solutions to emergency management, geographic information system problems. Responsible for supporting analysis of hazards and vulnerabilities, such as potential dam failures and the consequences of dam failure, and providing geographic information system support to determine the cost effectiveness of mitigation measures based on proximity to hazards.
15%	(E) Ensures the GIS team works with program areas to optimize GIS capabilities across the Cal OES workforce by maximizing available tools, developing, coordinating and promoting workforce GIS training, and emergency management GIS community outreach. In conjunction with program managers, develops an emergency services GIS training program. Coordinates with Cal OES Response Section staff to confirm adoption of operational and technical standards affecting spatially referenced information. Represents Cal OES on the Firescope GIS Committee.
10%	(E) Provides accurate analyses of ongoing disasters and works on new solutions to provide continually improving situational awareness during disasters. Works with partner organization staff to design appropriate scenarios to fully prepare for emergency response environments.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	Other Related Duties as Required The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation
- Employee supervision, training, development and personnel management
- Current geographic information tools, technologies and business practices
- Principles of geographic data management design and maintenance
- State level information management policies and procedures
- Cal OES goals and policies
- Cal OES's Affirmative Action Program objectives
- A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives

Ability to:

- Develop and evaluate alternatives, make decisions and take appropriate action
- Establish and maintain priorities
- Effectively develop and use resources
- Identify the need for and assure the establishment of appropriate administrative procedures
- Plan, coordinate and direct the activities of GIS staff
- Make effective use of interdisciplinary teams
- Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems
- Present ideas and information effectively, both orally and in writing
- Consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language
- Gain and maintain the confidence and cooperation of executive management, the GIS staff and supporting partners
- Effectively contribute to Cal OES's affirmative action objectives

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.

ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred additional education includes courses in public administration and geographic information systems.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title