**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 employees and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties:</th>
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<tbody>
<tr>
<td>25%</td>
<td>Under the general supervision of the Research Data Manager III, the incumbent performs the following duties:</td>
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|                            | *Manage GIS library  
|                            | - Assemble, document, edit, and verify authoritative GIS data library (structured and unstructured data) on Department of Forestry and Fire Protection (CAL FIRE) networks and in ArcGIS Online (AGOL).  
|                            | - Review and check in library data updated by other users.                                                          |
| 20%                        | *Create Maps, Dashboards and other displays using GIS tools  
|                            | - Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to automate map display strategies (map cache) and other reporting/display tools. Create map based displays, charts, tables, dashboards and other reports related to geographic data being used and maintained by the Department.  
|                            | - Develop systematic approaches to streamline display of map based data (map cache strategies)  
|                            | Implement effective web based dashboards and maps for public and agency data mining using database tools such as web map services, feature map services, and geoprocessing services  
|                            | - Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to automate map display strategies (map cache) and other reporting/display tools. |
| 15%                        | *Create, update, manage GIS applications  
|                            | - Create, implement, troubleshoot and monitor systematic data reporting tools using GIS based web map applications and AGOL configurable web application tools, ArcGIS Server (advanced enterprise edition), Portal for ArcGIS, JavaScript and Python scripting languages. |

*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."

<table>
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<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
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<tbody>
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<td>Personnel use only</td>
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Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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15% | *Gather, edit, update and verify data using GIS Software*  
- Gather, compile, populate, edit and interpret authoritative and research related data using enterprise geographic information system (GIS) data management and reporting tools including data editing of map features (digitizing), database updates  
- Create and update methods for data collection, editing, verifying and analysis.  
- Gather, compile, populate, edit, verify and interpret information in map based (GIS) multi-user and single user databases and applications using ESRI Enterprise GIS and ArcGIS Desktop suite of tools.  
- Conduct data verification using versioned editing workflows including post and reconcile for specific edits and replication and synchronization strategies for collecting data.  
- Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to automate data entry.
10% | *Data Mining, Analysis and Interpretation of Data*  
- Utilize systematic approaches and tools such as ModelBuilder, Python and/or other programming languages to conduct and/or automate custom data mining (GIS analyses, geoprocessing tools) to support the Strategic Fire Plan, FRAP and other program areas as directed.
10% | *Documentation, training, meta-data and communication*  
- Create and update documentation on data (meta-data) including data dictionaries, data sources, data update dates and other relevant information about data need for its use and maintenance.  
- Create and update training documentation related to data collection, editing, verification and use.  
- Provide clear communication and strong customer support to coordinate gathering, use, and verification of map and tabular based information. Attend meetings and provide GIS support as needed to CAL FIRE Units and Contract Counties.
5% | Other job related duties as required, in accordance with the class specifications.

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**Employee Signature** | **Date**  
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**Supervisor Signature** | **Date**

**Personnel use only**  
☐ Posted to Directory  
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Initials and Date