

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Chief GIS Architect	
		Division and/or Subdivision Technology / Research Development Innovation	
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 West Sacramento	
		Class Title of Position Information Technology Specialist III	
		Position Number 541-026-1415-001	
		Effective Date August 2024	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p>Under the administrative direction of the Assistant Deputy Director of Research, Development and Innovation (RDI), the incumbent provides Geographic Information System (GIS) and Automation technical expertise, leadership, strategy, and innovation within the Technology Division and across the Department of Forestry and Fire Protection (CAL FIRE) programs. The incumbent is an expert in GIS in particular the Esri ArcGIS suite of products such as ArcGIS Pro and ArcGIS Online.</p> <p>The incumbent also has expertise in the Software Development Lifecycle (SDLC) and management of technical projects, with a focus on how ArcGIS and Esri applications interact with other systems, such as external APIs, websites, databases, serverless cloud-based applications, and no/low code platforms like Microsoft Power Apps and Power BI. Duties include, but are not limited to:</p> <p>GIS Projects Lead Architect</p> <p>*Lead the most complex GIS projects. *Serve as solution architect and subject matter expert for all GIS related aspects for these projects. *Develop maps, feature services, view layers, scenes, story maps, surveys, notebooks, analysis, dashboards, insights and other GIS-related assets when required, primarily using Esri's suite of applications such as ArcGIS Pro, ArcGIS Online and ArcGIS Enterprise. *Work with program stakeholders to define requirements, and guide programs to the most efficient solutions and use of GIS. *Identify opportunities to use GIS to advance CAL FIRE's mission and achieve its strategic goals.</p> <p>*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.</p>		
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			
<input type="checkbox"/> Posted to Directory		_____ Initials and date	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

35% **GIS Automation Architect**
 *Using a suite of tools available to CAL FIRE such as Power Platform (Power Apps, Power Automate, Power BI), Esri tools such as Notebooks, and custom scripting such as Python and JavaScript, architect, develop and maintain automation solutions that make CAL FIRE's internal and external use of GIS more efficient and effective. *Collaborate with program stakeholders and junior Information Technology (IT) staff to define requirements and design maintainable solutions that utilize the most appropriate tools to solve the program/business problem(s). Examples include, but are not limited to: aggregating data from multiple sources into a single map and dashboard, interface with external APIs and build/update feature services accordingly, create low code/no code apps that simplify tasks, build surveys which trigger automated tasks, and so on.

15% **Technology Modernization GIS Subject Matter Expert**
 *Lead opportunities and projects to modernize CAL FIRE's GIS infrastructure such as moving on-premises components to the cloud. Collaborate with Esri, cloud vendors (primarily Microsoft Azure) and IT staff to drive modernization of CAL FIRE's GIS enterprise architecture. *Assess emerging technologies in the GIS domain, such as Artificial Intelligence, and determine if and how they should be adopted to improve CAL FIRE.

10% **Advisory, Strategy, Training and Mentorship**
 *Participate in CAL FIRE's internal GIS community and advise programs on their use of GIS. Participate in steering committees of large GIS implementations such as CalMAPPER. *Act as a mentor to junior staff and identify and, where possible, deliver training opportunities for appropriate staff. Participate in updating and implementing CAL FIRE's GIS strategic plan.

5% Perform other job-related duties as assigned, including acting as an IT Duty Officer on occasions.

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Job qualifications and/or conditions of employment: **Some travel (5%) may be required with possible overnight stays.**

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_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
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