



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Research Data Analyst I
Position Number	415-001-5729-001
CB Identifier	R01
Working Title	GIS Analyst
Division / Unit	Policy & Outreach / Communications
Incumbent Name	TBD
Working Location	Auburn, CA
Supervisor/Manager	Communications Manager
Tenure	Permanent Full-time
Effective Date	TBD
Conflict of Interest Filing (Form 700) required for this position.	No

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

Under direct supervision of the Communications Manager in the Sierra Nevada Conservancy (SNC or Department) Headquarters office located in Auburn, CA, the Research Data Analyst I (RDA I) serves as the Department’s Geographic Information Systems (GIS) Analyst, by performing basic research to provide cartographic and data visualization services, data analysis, and GIS support to the department. The incumbent works closely with the department’s Policy, Communications, Science, Field Operations, and Grants units to evaluate and package data that inform the Department’s funding and policy development activities in the areas of climate, forest, fire, watershed health, community sustainability, working landscapes, tourism, and recreation. The incumbent is expected to have knowledge of general and geospatial data analysis and statistics. The position may require travel throughout the Sierra-Cascade Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

35% (E) – Geographic Information Systems (GIS), Cartography, and Data Visualization Services

Provides GIS services to the department in support of predetermined education and outreach product development, grant program evaluation, field project design and evaluation, and scientific assessments.

- Researches, analyzes, and produces spatial data, maps, aerial images, web maps, and web mapping applications using ESRI ArcGIS Desktop and Pro Advanced, ArcGIS Online, Adobe Creative Suite, and other programs to support the Department’s needs.



- Compiles data and converts them to relevant formats to communicate natural resource trends in the Sierra Nevada for education and outreach products, regional reports, and presentations.
- Processes GIS data, maps, and reports that align with the Departmental operations, policies, and standards.
- Prepares maps for Board reports and meetings. Ensures map products used for outreach and education can be understood by a wide variety of audiences.
- Develops and supports websites with the textual, numerical, graphical, and spatial presentation of natural resource data.

25% (E) – Data Analysis

Assists executive and field staff with data analyses of trends and associations to inform ecological questions of conservation or management interest in the Sierra Nevada.

- Coordinates with appropriate staff to document emerging needs and opportunities in the Region and makes recommendations to assist management in identifying GIS services to support projects and programs.
- Assists field and scientific staff to compile, edit, and organize field data and maintain in ArcGIS online, spreadsheet and/or relational databases. Documents appropriate quality control and assurance measures for data collection, entry, and storing.
- Compiles data using local, state, and national data sources and conduct analyses to prepare materials that support the Department's programs.
- Interpret various quantitative data sources; provide input to field, science, and executive staff on data related issues.
- Works within established methods and techniques to edit and manage data integrity for creating new GIS layers from tabular data.
- Works with sensitive and confidential data.
- Maintains the SNC GIS internal data library through acquiring, updating, and managing spatial data, tabular data, and reports, as well as supporting metadata covering the Department's programs and project needs. Ensures the SNC data library is available to all SNC staff performing GIS functions.

20% (E) – GIS Program Support

Provides GIS services in support of the SNC Strategic Plan to achieve the goals and objectives of the Department by maintaining the Department's ArcGIS online system and initial tracking of GIS projects and services, data, software licenses, hardware management, and security and Information Technology (IT) compliance.

- Maintains the Department's ArcGIS online system and maps for SharePoint accounts to ensure the needs of SNC programs are met.
 - Develops online spatial data, web maps and web mapping applications.
 - Stewards all of the information contained within the SNC's ArcGIS online organizational account that is used agency-wide.



- Provides technical support and training to staff who are using various GIS based tools.
- May develop source code, web-services, and databases. Provides recommendations on design, implementation, testing and operation of web-based GIS application and data services.
- Coordinates with management and staff to inform future GIS budget needs and meet emerging requests.
- Researches new GIS technologies, software, and hardware and provides recommendations.
- Works closely with the IT Unit to ensure ongoing compliance with state policies and requirements including but not limited to software procurement and licensing; network and external data storage for GIS data; maintaining electronic records management program for GIS data; and assisting in allocating network resources (e.g., printers, FTP, additional software programs) for GIS deliverables.
- Maintains current knowledge of legal issues relevant to GIS data access and security, and updates data sharing agreements.

15% (E) – Positive Working Relationships

Establishes and maintains positive working relationships with government entities, interested organizations, and other stakeholders throughout the Region.

- Coordinates projects with peers and management to ensure that projects and communications objectives are met.
- Coordinates with state agencies, counties, and the federal government to recommend to management GIS data to acquire.
- Responds to public and governmental agency inquiries and requests for digital and online data and maps.

5% (M) – Miscellaneous Activities

Responds to general calls and emails; attends and presents at staff and quarterly Governing Board meetings; complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans); participates in required trainings.

SUPERVISION RECEIVED

The RDA I is supervised by the Communications Manager (SSM I), but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research; planning studies and investigations; trend analysis procedures; time management techniques to provide for efficient prioritization and completion of projects and assignments; software to prepare spreadsheet summaries, reports, charts, and tables; basic arithmetic and statistical techniques to analyze numerical data; and departmental policies and procedures.

Ability to: Research, gather, compile, and analyze structured and unstructured data; conduct and interpret descriptive statistical analyses using appropriate software to test research hypotheses and to formulate conclusions and recommendations; prepare research and statistical reports; analyze written and numerical data regarding general governmental problems; speak and write effectively; develop and evaluate alternatives, recommendations, solutions, and conclusions or approaches to research problems; manage a workload consisting of multiple projects and assignments; complete work under critical timelines to meet project objectives and deadlines; be objective and flexible to adapt to changes in priorities and work assignments; and gain and maintain the confidence and cooperation of others, collaborate, and work in multidisciplinary teams.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; can act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional travel to area sites will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.



EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC 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 SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name _____

Supervisor Signature _____