California Department of Fish and Game
Office of Spill Prevention and Response
Position Task Book

GIS
Technical Specialist

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, OFFICE LOCATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

EVALUATOR

*Do **NOT** complete this unless you are recommending the trainee for certification*

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF

_____

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate initials.

I also verify that_____
has performed as a trainee and should therefore be considered for certification in this position.

_____

FINAL EVALUATOR'S SIGNATURE AND DATE

_____

EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

AGENCY HEAD RECOMMENDATION FOR CERTIFICATION

I certify that_____
has met all requirements for qualification in this position and I recommend that they be certified for
the position.

_____

OFFICIAL'S SIGNATURE AND DATE

_____

OFFICIAL'S NAME TITLE, DUTY STATION, AND PHONE NUMBER

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and has been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:
1. The **Agency Management** is responsible for:
   • Selecting trainees based on the needs of their organization.
   • Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
   • Reviewing and understanding instructions in the PTB.
   • Identifying desired objectives/goals.
   • Providing background information to an evaluator.
   • Satisfactorily demonstrating completion of all tasks for an assigned position.
   • Assuring the evaluation record is complete.
   • Notifying their Supervisor when the PTB is completed.
   • Keeping the original PTB in personal records.

3. The **Evaluator** is responsible for:
   • Being qualified and proficient in the position being evaluated.
   • Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
   • Reviewing tasks with the trainee.
   • Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
   • Identifying tasks to be performed during the evaluation period.
   • Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
   • Completing the Evaluation Record found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Supervisor** or designee is responsible for:
   • Issuing the PTB to document task performance.

- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

6. The **Agency Head** or designee is responsible for:
- Final Sign-off the PTB which certifies the Individual as qualified to fill the position on a response.

GIS Technical Specialist

REQUIRED TRAINING	ICS Course 100 200, 700, 800.
PREREQUISITES	Practical GIS experience including: GIS data automation and map production, GPS fundamentals…
TARGET PERSONNEL	OSPR Scientific Field Response Team members.
CERTIFYING OFFICIAL	OSPR Scientific Manager (EPM-1, Response Support Unit)
FITNESS STANDARD	Easy
CURRENCY	5 Years
CURRENCY REQUIREMENTS	Every Year: Serve as GIS Technical Specialist at a one day drill or spill.
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	Maintain proficiency with up to date GIS software and extensions.

RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer's Name	ICS Qual	Initials

Record of Completion	Date	Verifying Official's Signature
Training Prerequisites 1. Completion of Training Courses: ICS Course 100 200, 700, 800.		
Completion of GISUL Position Task Book		
Successful Participation in two full day drills or spills serving as GIS Technical Specialists		
Qualification/Certification Letter (page 2) submitted for approval.		
Qualification/Certification Letter (page 2) recorded by OSPR Training Department.		

Organization: Department of Fish & Game, Office of Spill Prevention & Response
Position Title: GIS Technical Specialist

Assessment Record: Employee Common Tasks (Page 1 of 5) Assessment Period: Start Date ___/___/____ to End Date: ___/___/____ Employee Name: _____	Task Completed	Date Completed	Evaluator's Signature
Task 1: Assume GIS Technical Specialist responsibilities			
Sub-Task 1: Ensure readiness for assignment.			
1.1 Obtain and assemble equipment needed for deployment including GIS server, large format plotter, tabloid inkjet printer, laptop computers, GPS, etc.	☐		
1.2 Obtain and assemble pertinent data sets for the geographic extent of the response (e.g. ACP layers, ESI, CNDDB, NOAA charts, imagery, etc.).	☐		
Sub-Task 2: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2.1 Evaluate staffing requirements and consult with Response Support Unit Manager to identify personnel to be activated.	☐		
2.2 Confirm availability of GIS staff/equipment and mobilize as necessary.	☐		
2.3 Coordinate with SITL, EUL and other functional areas to obtain work space and resources to keep GIS support operating.	☐		
2.4 Prepare and submit initial resource request (ICS-213RR) for staffing and equipment, even if resources are already mobilized.	☐		
2.5 Work with OSPR Response Support Unit Manager to create a staffing schedule to meet OSPR policies regarding work shifts, rest periods, and maximum days worked.	☐		
Sub-Task 3: Gather, update, and apply situational information relevant to the assignment.			
3.1 Obtain initial briefing from Section Chief and off-going GIS Technical Specialist.	☐		
3.2 Establish situation awareness pertinent to GIS Technical Specialist and to assess the incident assignment including contacting SITL, EUL, Wildlife Operations and assign GIS personnel as needed.	☐		
Sub-Task 4: Establish effective relationships with relevant personnel.			
4.1 Establish and maintain positive interpersonal and interagency working relationships.	☐		
4.2 Establish and maintain communication with relevant ICP personnel (e.g. PSC, SITL, vendors, contracting officers, other government agencies and/or private stakeholders).	☐		
4.3 Consult with SITL or EUL to establish data flow routine and map product distribution list.	☐		

Assessment Record: OSPR Employee Common Tasks (Page 2 of 5)	Task Completed	Date Completed	Evaluator's Signature
4.4 Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	☐		
Sub-Task 5: Ensure ability to use tools necessary to complete assignment.			
5.1 Generate a map using all the skills of the GIS Specialist.			
5.2 Import/export geospatial data with a variety of formats (e.g. UTM coordinates, KML).			
5.3 Manipulate, enhance, and display raster imagery using ArcMap or other digital image processing software.			
5.4 Download data files from FTP sites (e.g., HF Radar).			
5.5 Download and install software and printer drivers from the Internet.			
5.6 Demonstrate expertise in utilizing ACP,ESI, CNDDB and framework GIS layers, ability to convert GNOME output to shapefile format, PLOT HF radar vectors., ,			
5.7 Understand the SCAT process, the PocketSCAT application and input collected field data to ShoreAssess for SCAT map production.			
5.8 Generate map products with promptitude, create PDF and KML files for data distribution via email attachment.			
5.9 Demonstrate ability to convert GPS data into meaningful map products and geo-tag digital photographs.			
Sub-Task 6: Establish organization structure, reporting procedures, and chain of command of assigned resources.			
6.1 Organize assigned resources into configurations to meet incident/tactical objectives. This task must be completed at twice.	☐		
6.2 Provide data collection standards plan, communications plan, reporting times, and end-of-work reporting requirements to EU staff.	☐		
Sub-Task 7: Understand and comply with ICS concepts and principles.			
7.1 Demonstrate understanding of common ICS terminology.	☐		
7.2 Coordinate with other units & sections for completion of work assignments	☐		
7.3 Demonstrate ability to expand and contract unit to meet needs of organization (e.g. span of control).	☐		
7.4 Demonstrate ability to follow proper check-in/check-out procedures.	☐		

Task 2: Lead assigned personnel			
Sub-Task 1: Ensure the safety, welfare, and accountability of assigned personnel.			
1.1: Read, understand, sign an comply with the Site Safety Plan.	☐		
1.2 Establish a safe GIS work station area.	☐		
1.3 Report safety violations to SOFR for corrective actions	☐		
Sub-Task 2: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
2.1: Evaluate incident and project staffing requirements and ensure adequate personnel to meet needs.	☐		
2.2: Develop work schedule for unit personnel based on Incident Briefing (ICS-201), IAP, ICS-230, and operational needs.	☐		
2.3: Brief team members on assignment(s) for operational period (ICS 232, Weather, Trajectories, Tides, SCAT reports, etc.)	☐		
2.4: Continuously evaluate performance.	☐		
Sub-Task 3: Emphasize teamwork.			
3.1: Establish cohesiveness among assigned personnel.	☐		
Sub-Task 4: Coordinate interdependent activities.			
4.1: Coordinate with other units and sections for completion of work assignments (Air Ops (remote sensing), SCAT, Wildlife Branch, NRDA, etc.).	☐		
4.2: Coordinate with section personnel to identify needed/excess resources (personnel, equipment and facilities).	☐		

Assessment Record: OSPR Employee Common Tasks (Page 3 of 5)	Task Completed	Date Completed	Evaluator's Signature
Task 3: Communicate effectively			
Sub-Task 1: Ensure relevant information is exchanged during briefings and debriefings.			
1.1: Attend and participate in ICS meetings as requested by SITL or EUL. This task must be performed twice.	☐		
1.2: Communicate command expectations (priorities, objectives, limitations and constraints, operating policies, etc.).	☐		
1.3: Brief and keep team members and Unit Leader informed and updated.	☐		
1.4: Participate in briefings and debriefings for After Action Reporting (AAR) as requested by Section Chief.	☐		
Sub-Task 2: Ensure documentation is complete and disposition is appropriate.			
2.1: Maintain appropriate unit files based on agency and incident requirements.	☐		
2.2: Maintain and submit Unit Log (ICS-214) and OSPR Daily Activity Report.	☐		
2.3: Submit completed map documents to Documentation Unit.	☐		
Sub-Task 3: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
3.1: Review IAP.	☐		
3.1: Ensure unit map products are produced and distributed/displayed as appropriate (OSPR Template, ICS map symbols)	☐		
3.2: Prepare transition brief including current activities, personnel staffing issues, safety, and scheduling.	☐		
3.3: Identify appropriate / inappropriate information for internal and external use. Do not release any data outside of the response without permission of the Unified Command	☐		
3.4: Provide timely feedback in response to requests from other ICS sections.	☐		
Sub-Task 4: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
4.1: Follow established time frames and protocols for information exchange to complete work assignments.	☐		
4.2 Write clear and concise emails and other written documents.			
Sub-Task 5: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
5.1: Participate in the development of the IAP or relevant plan for the next operational period by providing digital map products.	☐		

Assessment Record: OSPR Employee Common Tasks (Page 4 of 5)	Task Completed	Date Completed	Evaluator's Signature
Task 4: GIS UNIT MANAGER POSITION-SPECIFIC TASKS			
Sub-Task 1: Provide customer service.			
1.1: To streamline GIS services create geospatial product request forms for all geospatial products.	☐		
1.2: Work with Unit Leader to prioritize GIS workload.	☐		
1.3: Interview the customer to determine final product specifications.	☐		
1.4 Assist with interpretation of the geospatial analysis/modeling results with the SITL and other customers.			
1.5 Maintain interagency relationships in coordination with Regional Geographic Information System (GIS) Coordinators (e.g., USFWS representatives regarding endangered species).			
1.6 Determine and manage customer expectations for products and their delivery timeframes			
1.7 Identify opportunities for applying and developing new geospatial products across program areas (e.g. use of remote sensing to assist SCAT, on-water recovery operations, dispersant application).			
1.8 Conduct specialized briefings for PSC, UC as requested. Conduct briefings describing geospatial operations, how it supports decision making, and how it may help the mission of other programs areas.			
Sub-Task 2: Coordinate and prioritize geospatial functions.			
2.1: Set priorities for geospatial production based on the Operational Period IAP.			
2.2: Establish and set production standards.	☐		
2.3 Review previous map production items and ascertain when updates are required.			
2.4 Ensure that all map products have the proper disclaimers displayed before distribution.			
2.5 Coordinate map product distribution.			
2.6 Estimate map production times with accuracy based on workload priorities, staffing level and assessed worker skills and abilities.			
2.7 Integrate map production using various remote sensing data.			
2.8 Coordinate with Logistics and other appropriate sections to co-locate all geospatial resources within the same area.			
2.9 Coordinate with external organizations (i.e., local, regional, State, and other Federal agencies) regarding ongoing geospatial efforts.			
2.10 Coordinate remote sensing requirements (needs, priorities and applicability/"remote sensible").			
2.11 Coordinate geospatial production from multiple separate locations including experts deployed to remote locations.			

Assessment Record: OSPR Employee Common Tasks (Page 5 of 5)	Task Completed	Date Completed	Evaluator's Signature
Sub-Task 3: Perform administrative activities.			
3.1: Coordinate (including performing administration functions), the setup of the OSPR GIS Go-lan (or server).	☐		
3.2 Maintain accurate logs and records, and generate reports as necessary for filing and recordkeeping regarding GIS product and service requests and production.			
3.3 Develop a Continuity of Operations Plan (COOP) for the GIS operation.			
3.4 Gather logistical information regarding visibility and space needs when choosing a space for GIS operations in a ICP.			
3.5 Provide all data and products to Planning/Documentation Unit.			
3.6 Define and implement a daily archival (data backup) process.			
3.7 Instruct and train other program areas on Global Positioning Systems (GPSs), implement GPS recording standards.			
3.8 Track inventory, and anticipate and order specialized resources and supplies.			
3.9 Review map products for accuracy (i.e., quality assurance/quality control).			
Sub-Task 4: Analyze geospatial intelligence data.			
4.1 Collect data (e.g., sensitive data, endangered species, etc.).			
4.2 Convert data sets from one datum to another.			
4.3 Convert data sets from other programs to use in ArcGIS (e.g. convert GNOME moss files to ESRI shapefile format).			
4.4 Set up a GPS unit for the proper DFG datum and decimal outputs.			
Sub-Task 5: Manage databases.			
5.1 Oversee development and maintenance of geospatial databases.			
5.2 Ensure that all GIS layers created for the response have proper Metadata.			
5.3 Adhere to copyright and licensing protocols on datasets and programs.			

Sub-Task 1: Ensure the safety, welfare, and accountability of assigned personnel.			
Assessment Record: OSPR Employee Common Tasks (Page 5 of 5)	Task Completed	Date Completed	Evaluator's Signature
Sub-Task 6: Additional tasks required for the OSPR GIS Technical specialist.			
6.1: Provide base maps for the response. Include standardized place names, Area Contingency Plan (ACP) data layers such as operational divisions, economic and environmental sensitive sites, shoreline access points and other information as needed/requested.	☐		
6.2: Use NOAA Nautical Charts, USGS quadrangle maps, satellite/aerial imagery (utilizing Image Connect, Bing Maps, etc.) as base maps..	☐		
6.3: Support the SITL; provide updated wall maps.	☐		
6.4: Support the EUL, provide CNDDB maps and other DFG resource data. Collect other GIS data as requested (e.g. county assessor parcel data)	☐		
6.5: 6. Support Wildlife Operations. Create maps from resources at risk over flights as requested. Provide GIS support to wildlife capture and rehabilitation efforts by providing a GIS Technical Specialist to the intake center to log where oiled and oiled dead wildlife collection points.			
Sub-Task 7: Plan for demobilization and ensure demobilization procedures are followed.			
7.1: Anticipate demobilization of resources.	☐		
7.2: Ensure efficient demobilization of resources.	☐		
8.3: Demonstrate demobilization of personnel and equipment.	☐		

Evaluation Record

TRAINEE NAME	TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation *(agency & area)*	Incident Kind *(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)*	Number & Type of Resources Pertinent to Trainee's Position	Duration *(inclusive dates in trainee status)*	
			to	

The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant agency certification or rating:_____

#2	Evaluator's name: Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation *(agency & area)*	Incident Kind *(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)*	Number & Type of Resources Pertinent to Trainee's Position	Duration *(inclusive dates in trainee status)*	
			to	

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Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant agency certification or rating:_____