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| Job Title | GIS Analyst I | FLSA Status | Non-Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 1 | Job Code | 15200 |

Class Specification – GIS Analyst I

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| Summary Statement: | |
| <p>The purpose of this position is to perform professional level duties in support of the City's Geographic Information Systems (GIS) program; to analyze, develop, design, and test GIS programs, applications, and databases; to perform mapping and analysis; and to perform a variety of duties relative to assigned area of responsibility.</p> <p>DISTINGUISHING CHARACTERISTICS GIS Analyst I - This is the entry level class in the GIS Analyst series. This class is distinguished from the GIS Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.</p> | |
| Essential Functions | Note: Regular and predictable attendance is an essential function in the performance of this job. |
| Time % (All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year. |
| 55% | <p>Performs one of the following at an entry level:</p> <p>Spatial-Enablement and Documentation- Serves as technical team member for GIS components that provide spatial enablement for broader IT projects by taking direction from other GIS resources; performs technical GIS work to meet project requirements.</p> <p>GIS Data- Performs GIS data creation and maintenance using standard editing tools and procedures. Follows methodologies for maintenance and use of spatial and tabular GIS related data.</p> <p>GIS Applications Development and Process Automation- Develops and/or test GIS applications using software development platforms and configuration tools. Prepares detailed procedure documents. Executes scripts that automate GIS processes.</p> |
| 30% | Performs analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions in response to requests from City departments and business units; and performs a variety of spatial operations. |
| 15% | Performs quality assurance/quality control procedures on delivered data; and prepares delivered data for enterprise use. |



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Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate- Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily such an education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Associate's degree from an accredited college or university with major coursework in GIS, geography, or a closely related field.

Experience: One year of full-time technical experience in the uses and operations of GIS, including the entry, editing, and retrieval of geospatial data in GIS databases.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.



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Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

| Environmental Conditions | Frequency |
|--------------------------------------|--------------------|
| Primary Work Environment | Office Environment |
| Extreme Temperature | Never |
| Wetness and Humidity | Never |
| Respiratory Hazards | Never |
| Noise and Vibrations | Never |
| Physical Hazards | Never |
| Mechanical and/or Electrical Hazards | Rarely |
| Exposure to Communicable Diseases | Never |

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, measuring tools, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, asset management software, GIS software, and GPS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: December 2015