<table>
<thead>
<tr>
<th>Job Title</th>
<th>GIS Analyst I</th>
<th>FLSA Status</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
<td>PRO</td>
<td>Probationary Period</td>
<td>12 Months</td>
</tr>
<tr>
<td>Zone</td>
<td>1</td>
<td>Job Code</td>
<td>15200</td>
</tr>
</tbody>
</table>

**Class Specification – GIS Analyst I**

**Summary Statement:**
The purpose of this position is perform activities of a GIS (Geographic Information System) to produce maps, perform data entry, updates, edits, and analysis; and annotates and manipulates digitized data and line work. Perform records research as necessary; and prepare reports and presentations.

**Essential Functions**

<table>
<thead>
<tr>
<th>Time % (All below must add to 100%)</th>
<th>Note: Regular and predictable attendance is an essential function in the performance of this job.</th>
</tr>
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<tbody>
<tr>
<td>55%</td>
<td>Serve as technical team member for the business unit’s GIS projects while taking direction from senior GIS staff; perform technical work to meet project requirements. Perform GIS data creation and maintenance using standard editing tools and procedures. Follow approved methodologies for maintenance and use of spatial and tabular GIS related data. Occasional configuration and testing of GIS applications using standard software tools. Prepare detailed procedure documents. Execute scripts as needed.</td>
</tr>
<tr>
<td>30%</td>
<td>Performs analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions. Perform records research as necessary.</td>
</tr>
<tr>
<td>15%</td>
<td>Performs quality assurance/quality control procedures on delivered data; relevant data sources; and prepares delivered data for departmental use.</td>
</tr>
</tbody>
</table>

**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.

**Revised:** September 2017
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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:** Completion of the twelfth grade (high school diploma or GED), supplemented by additional specialized training in a technology related to the area of assignment.

**Experience:** One year of full-time technical experience in GIS, mapping and survey work, or related field.

**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.

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

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
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


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