



<b>Job Title</b>	<b>GIS Analyst II</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>12685</b>

## Class Specification – GIS Analyst II

### **Summary Statement:**

The purpose of this position is to interpret and prepare information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped. Maintain geographic databases and perform updates and edits. Prepare maps, create and design reports, perform analysis, and data processing in response to customer requests. Review, evaluate, and verify mapping data provided by outside agencies or private sector contractors for accuracy and consistency, and modify and correct database values as needed. Assist in the evaluation and development of scripts that automate data capture, conversion and maintenance procedures related to GIS with return on investment examples. Assist with training opportunities to support application users. Prepare detailed procedure documents.

### **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.

60%

Serve as technical team member for the spatial-enablement of the business unit's GIS projects; assist with the evaluation and identification of data and software needs for GIS projects; and generally perform technical GIS work to meet project requirements. Provide some configuration of business unit GIS applications using standard software configuration tools. Assist with the development of scripts that automate GIS processes. Maintain knowledge of in-house and regional spatial data resources; and stay abreast of GIS software trends and best practices in spatial data management. Follow City IT GIS policies and procedures during the creation, maintenance, and use of spatial and tabular GIS datasets. Create and design reports within supported application for department use and related State and Federal mandates. Create map services with ArcGIS Online and deliver mapping products for review.

30%

Perform analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions. Complete, compile, and organize information for data license agreements in response to customer requests.



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10%	Perform quality assurance/quality control procedures on delivered data; relevant data sources; and prepares delivered data for departmental use. Departmental training within supported application with users. Produce return on investment examples outlining gained efficiencies. Recommend further analysis needed to improve workflows. Prepare detailed procedure documents.
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<b>Competencies Required:</b>
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. 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.

<b>Technical Skills Required:</b>
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.

<b>Relevant Background and Formal Education:</b> 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: Bachelor's degree from an accredited college or university with major coursework in GIS, geography, or a related field.
Experience: Three years of full-time technical experience in the uses and operations of GIS, including the entry, editing, and retrieval of geospatial data in the GIS database.



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<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
<b>Supervision Received:</b>
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.

<b>Fiscal Responsibility:</b>
This job title has no budgetary responsibility.

<b>Physical Demands:</b>
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
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



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**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