



Job Title	GIS Analyst I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	2	Job Code	15200

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.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the GIS Analyst series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

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%

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.

30%

Performs analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions. Perform records research as necessary.

15%

Performs quality assurance/quality control procedures on delivered data; relevant data sources; and prepares delivered data for departmental use.

Competencies Required:

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



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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: Bachelor's degree from an accredited college or university with major coursework in GIS, geography, or a 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.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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.



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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.

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