



<b>Job Title</b>	GIS Analyst, Senior	<b>FLSA Status</b>	Exempt
<b>Band</b>	PRO	<b>Probationary Period</b>	12 Months
<b>Zone</b>	6	<b>Job Code</b>	17472

**Job Description – GIS Analyst, Senior**

**Summary Statement:**

The purpose of this position is to, under limited direction, interpret and prepare information for a wide variety of GIS datasets that can be geo-processed, analyzed, and mapped. May act as a lead in the business unit’s GIS area while coordinating efforts among the team. Maintain complex geographic datasets and perform updates and edits. Create and configure new datasets to be consumed in SDE environment and new modules and attributes within assigned application that adhere to City GIS policies and procedures. Prepare complex maps and perform analysis and data processing with import/ export routines. Review, evaluate, and verify mapping data provided by outside agencies or private sector contractors for accuracy and consistency. Modify and correct database values as needed. Independently evaluate and develop scripts that automate data capture, conversion and maintenance procedures. Assist with training opportunities to support application users. Troubleshoot application issues with users and work with technical resources for issue resolution. Analyze workflows and identify and recommend improvements. Create and maintain GIS data connections to commercial off the shelf software solutions.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the GIS Analyst series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

<b>Essential Functions</b>	Note: Regular attendance in the performance of this job is an essential function.
<b>Time %</b> (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.
70%	Serve as technical lead for the spatial-enablement of the business unit’s GIS projects; evaluate and identify data needs; conduct analysis and identify solutions for GIS projects; and perform technical GIS work to meet project requirements. Perform GIS data management by implementing methodologies and policies that adhere to City IT GIS policies and procedures during the creation, maintenance, conversion, and use of spatial and tabular GIS datasets. Configure GIS applications using standard software



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	configuration tools. Prepare reports, labor and/or cost estimates and justifications, detailed procedure documents and trains staff; monitor progress; and develop 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. Troubleshoot assigned application issues and work with technical resources for resolution.
25%	Perform analysis, modeling, and mapping by cultivating proficiency in ESRI core GIS software products and extensions. Test application upgrades in test environment and identify issues before implementation. Publish map services with ArcGIS Online and review and make recommendations with mapping product.
5%	Evaluate spatial data or software acquisitions by determining business and technical requirements; write scope of work for request for proposal document; evaluate vendor proposals and participates in vendor selection; perform quality assurance/quality control procedures on delivered data; and prepare delivered data for departmental use. Analyze workflows and identify and recommend improvements.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
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:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. 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.



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**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 closely related field.

Experience: Five years 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.

**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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**Fiscal Responsibility:**  
 This job title has no budgetary responsibility.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

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