County of
Henrico
Virginia

Human Resources Department
PO Box 90775
Henrico, VA 23273-0775
804-501-4628
FAX 804-501-5287

CLASS SPECIFICATION FOR:

GIS Analyst II

General Statement of Duties:
Creates and maintains assigned layers, geospatial datasets and related data, features, and images for multiple assigned departments; assists with enhancements for specialized applications; automates workflow tasks and processes; performs related work as required.

Distinguishing Features of Class:
An employee in this job classification typically works in the County's centralized IT Department and creates and maintains assigned geospatial layers and related data, features, and images; and performs basic spatial/database analyses, geoprocessing; assists with the development, testing and implementation of enhancements for specialized applications; automates workflow tasks, troubleshoots and resolves GIS hardware/application issues; and ensures compatibility between existing databases and interfaces. Handles routine issues independently; complex issues are handled with guidance and supervision. Work is performed with guidance from GIS Manager.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):
- Proficiently performs all the tasks, duties and responsibilities of the GIS Analyst I level as assigned;
- Creates and maintains assigned layers, geospatial datasets and related data for multiple assigned departments;
- Compiles and integrates data from various sources and converts non-GIS data formats into usable GIS data;
- Prepares GIS application program modifications and documentation, including needs analysis and database design;
- Liaisons with vendor technical support staff on basic GIS issues;
- Recommends and assists with the development, testing and implementation of enhancements for specialized applications;
- Automates workflow tasks and processes;
- Applies and enforces QA/QC standards;
- Troubleshoots and resolves standard and more complex GIS hardware/application issues, includes appropriately notifying and collaborating with centralized GIS staff/manager on non-routine issues;
- Ensures compatibility with existing databases and interfaces;
- May train and assist GIS technicians to use custom GIS applications and perform basic GIS tasks;
- May train and assist end users throughout the County to use custom GIS applications and perform basic GIS tasks;
- If assigned to specific department, may supervise GIS technicians;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Assists with special projects as assigned;
- Maintains an in-depth working knowledge of GIS systems and applications as well as related hardware, software and peripherals used by the County, and stays up-to-date with emerging technologies, systems, software and applications;
- Attends all scheduled training and meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:
Requires sound working knowledge of GIS theory, practice, analytical and geoprocessing functions; strong working knowledge of enterprise GIS automation techniques, including creating repeatable workflows; advanced raster and vector analysis skills; proficient in enterprise GIS QA/QC and database design; demonstrated proficiency in visual design and layout techniques to present GIS materials; cartographic knowledge with strong skills in the application of cartographic principles and techniques; ability to design simple application interfaces; sound working knowledge of established best practices for geospatial data editing and attribution; basic proficiency in ArcGIS Desktop data editing, toolbox geoprocessing, map layouts, and relational database concepts; sound working knowledge and understanding of County's operational needs and end-users' needs related to geospatial systems, applications and tools; sound problem solving/troubleshooting skills and the demonstrated ability to synthesize data provided by end users, identify technical issues, identify and implement appropriate resolution to solve a variety of technical issues; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; ability to express ideas clearly and concisely, orally and in writing; ability to create and maintain accurate technical documentation; excellent interpersonal and communication skills with the ability to partner effectively and

G.B.F.0057
Career Code:
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NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.

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establish and maintain a good working relationship with IT staff and County staff; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as manual dexterity; personal accountability including teamwork and establishing and maintaining positive relationships with IT staff and department staff Countywide; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

Minimum Education and Experience:

Education: Four-year degree in GIS, computer science, geography, or other relevant IT field of study;

Experience: Two (2) years of relevant work experience with geospatial technologies, ESRI ArcGIS, including geo-processing, raster analysis, Python, relational databases, automating workflows;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to provide support at various locations Countywide.

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