



CLASS SPECIFICATION FOR:

GIS Analyst III

General Statement of Duties:

Performs high-level GIS spatial analysis, data modeling and geoprocessing, application development including the testing and development of workflow automation and applications for desktop and web uses; develops and manages tools, interfaces and department or enterprise GIS; performs related work as required applications to support.

Distinguishing Features of Class:

An employee in this job classification typically works in the County's centralized IT Department and performs high-level GIS spatial analysis, data modeling and geoprocessing, application development including the testing and development of workflow automation and applications for desktop and web uses; performs QA/QC work including developing, implementing, testing and ongoing monitoring; ensures compatibility between existing databases and APIs; and handles small projects as assigned. Handles complex issues with minimal oversight. Work is performed under the direction of the 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 IT GIS Analyst I and II levels as assigned;
- Uses advanced working knowledge of geospatial application development practices, including the testing and development of workflow automation, enhancements and applications for desktop and web uses to develop and manage tools, interfaces and applications to support department or enterprise GIS operations/functionality;
- Performs high-level GIS spatial analysis, data modeling and geoprocessing;
- Uses higher level GIS skills to exploit the spatial capabilities of GIS-oriented tools, utilities, databases;
- Ensures compatibility with existing databases and APIs;
- Leads small projects including requirements definitions, schedule, geospatial methodologies, and QA/QC implementation, may also develop small projects plans from concepts through execution;
- Develops quality assurance controls as assigned and performs QA/QC as assigned;
- Uses testing tools for troubleshooting error messages, issue resolution, diagramming tool workflow, setting up configurations and testing environments;
- Provides training and support to other GIS analysts and technicians regarding new techniques and incorporates new techniques and best practices into workflow;
- May train and assist GIS technicians to use custom GIS applications/enhancements 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;
- Provides technical support for complex hardware/application problems;
- Actively seeks to improve existing business processes in a collaborative work environment;
- Actively communicates problems and solutions with GIS Manager, department staff and other stakeholders;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Actively maintains high level of proficiency in geospatial technologies;
- Maintains a current thorough 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 advanced knowledge of GIS theory and practice and GIS analytical and geoprocessing functions; advanced working knowledge of enterprise GIS automation techniques, including creating repeatable workflows and utilizing RDBMS tools; advanced data modeling, 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 application interfaces; sound working knowledge of established best practices for geospatial data editing and attribution; advanced proficiency in



CLASS SPECIFICATION FOR:

GIS Analyst III

ArcGIS Desktop versioned data editing, toolbox geoprocessing, map layouts, and relational database concepts; thorough working knowledge and understanding of County's operational needs and end-users' needs related to geospatial systems, applications, interfaces, automations and tools; advanced computer skills with good 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; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure; 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 establish and maintain a good working relationship with IT staff and County staff; sound project management skills sufficient to manage assigned project and related resources to completion; 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; ability to multitask and effectively manage competing priorities and make sound decisions; 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: Four (4) years of relevant work experience with geospatial enterprise technologies including handling more complex work and smaller projects independently;

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.