

# CLASSIFICATION ADDENDUM

## Job Title: GIS Analyst

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C43 – C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The GIS Analyst performs a variety of complex GIS and related database design and analysis duties in the Public Works Department; provides comprehensive spatial data development; develops methodologies for spatial data development and data integration projects; performs quality assurance and quality control duties of facilities and land inventories; mapping/graphics support; may provide lead for assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of geography, planning, earth related science, or computer science with experience that includes spatial analysis using structured methods and data and systems analysis, development and maintenance of GIS systems, and related software expertise.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Principles, methods, practices and techniques of spatial analysis and of data principles, spatial data development, hard copy map production;
- Methods, practices and techniques of spatial modeling; spatial analysis concepts and methods;
- Computer programming;
- Land information such as Land Information Systems and tax lot mapping applications;
- CAD and GIS with an emphasis on public works applications.

#### Skills: *(Demonstrated skill in performing the following)*

- Designing, developing and integrating spatial data sets, developing GIS database analysis, and design and maintenance strategies;
- Proficiency with common GIS/mapping and graphic design tools/software;
- Utilizing advanced spatial technologies effectively in a production environment with an emphasis on facilities management applications.

### Essential Characteristics and Duties Addendum

**Qualification For Grade Progression:** Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

C43 – Journey (applying some advanced skills)

C44 – Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### Addendum History

Created: 2012.01

2016.07 – Revisions by HR