



City of Tempe

GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	242	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$28.911058
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$39.029808
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	GIS Analyst+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS
<p>The GIS Analyst is the full journey level class within the series. Employees within this class are distinguished from the GIS Technician+ by the performance of the full range of City GIS data production, support, training and related specialized duties as assigned including more complex, long term, and interdepartmental work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.</p> <p>Positions in these classes are flexibly staffed. Advancement to the GIS Analyst+ level requires that the employee be satisfactorily performing the full range of duties at the journey level, and that the employee meets the minimum requirements. Note that for existing employees, advancement to the GIS Analyst class, GISP Certification, or appropriate equivalent may substitute for one year of experience.</p>

REPORTING RELATIONSHIPS
Receives general supervision from the Principal Civil Engineer or from other supervisory or management staff.
May exercise functional and technical supervision over lower level and temporary staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three years of technical GIS and IT experience in City GIS production mapping practices and City GIS data and application management practices with emphasis in City GIS data and application distribution, analysis, reporting, support, programming, or maintenance at a departmental level.
<i>Education:</i>	Equivalent to an Associate's degree from an accredited college or university with major course work in GIS, land surveying, computer science, civil

	engineering, CAD drafting, or degree related to the core functions of this position.
<i>License / Certification:</i>	Certification as a Certified GIS Professional (GISP) from the GIS Certification Institute (GISCI), Certified GIS/LIS Technologist from the American Society for Photogrammetry and Remote Sensing (ASPRS), or equivalent technical certification in GIS or geospatial technology is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of routine and complex technical GIS (Geographic Information System) and IT duties involved in the management, production, distribution, training, and data and application support of the City GIS database.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Maintain and update City GIS master database of landbase, utility, infrastructure, city-wide control, and custom digital maps and data, digital aerials, and other associated databases utilizing GIS data editing and maintenance applications, CAD (computer aided design) editing applications, internet/intranet web applications, and other computer software.
- Ensure spatial accuracy and data quality of geospatial and attribute data encoding to the City GIS database; performs high accuracy geospatial mapping by COGO (coordinate geometry) mapping techniques, links attributes to geospatial objects, and edits attribute database.
- Research, interpret and analyze a variety of civil engineering and real estate records to update the City GIS database including legal descriptions, civil engineering plans, blueprints, as-builts, aerials, field checks, work orders, address reports, and other engineering office files.
- Research, access, and utilize permit and property management system, engineering document management system, web-based parcel management systems, and other IT and GIS databases.
- Provide City GIS database information and data for use by the public, other City departments, and outside agencies including architects, engineers, land surveyors, developers, designers, planners, appraisers, utility companies, other municipalities, and federal, state, and county governments.
- Provide civil engineering design/drafting GIS support for civil engineering projects.
- Operate GIS/CAD workstation to update City GIS database as new data is received on new subdivisions, developments, capital improvement projects; update spatial and attribute

database information from as-built records, implement computer plotting as required; maintain backups and other computer operating system, file system, and application issues.

- Perform complex, intensive, long term, and departmental GIS and digital mapping tasks on standing, specialized, and custom GIS, IT, and digital mapping projects and programs for internal and external customers.
- Provide specialized and custom GIS and digital maps, GIS data extractions, digital imagery, and specialized plotting capabilities for internal and external customers using GIS, CAD, digital image editing and other software.
- Assist in quality control, quality assurance, and system maintenance processes in the GIS data production routines including the processing of completed GIS map updates, commit updates to master repository, initiate off-hours batch processes, startup and shutdown of production PC's, workstations, and servers, and check work of temporary workers and contracted data products.
- Assist in large-scale corrective processes of the City GIS database and related digital mapping and data documents, including research and verification from source documents.
- Takes part in the development, coordination, and maintenance of policies and procedures regarding City GIS data management.
- Provide GIS and IT assistance in the implementation, management, and support of the City GIS system; assist in development, coordination, testing, results analysis, installation, and support of active and test GIS and IT environments and related policies and procedures; evaluate and make recommendations to related software, hardware, and policies and procedures.
- Provide and assume responsibility for city-wide maintenance and support of City GIS related software, hardware, applications, printers, plotters, source code, data files, database system, operating system environment settings, and internet/intranet web data; coordinate related support with IT support work group.
- Provide and assume responsibility for city-wide support and training in the usage and application of City GIS database information; develop and maintain training curricula, documentation, and training materials; coordinate related training with IT training work group.
- Develop and assume responsibility for specialized and custom GIS datasets, databases, layers, and coverages; write and maintain computer batch files, shell scripts, user commands, internet/intranet applications and pages, other programs, menus, and applications for GIS data management and data distribution.
- Provide GIS spatial and attribute data analysis, SQL database analysis, and create custom and complex GIS, digital mapping, digital imagery, and database data products, digital information, and hardcopy for internal and external customers.
- Operate as a work group liaison to other GIS, ITD, and non-GIS work groups for support, implementation, and coordination of GIS projects and tasks within the city and to other outside agencies as assigned.
- Write and maintain production, distribution, training, support, policies and procedures, and other GIS application and data documentation.
- Assist in providing production-specific direction, specialized training, work assignments, and quality control of work of interns, temporary, and other contracted or assigned personnel working on the City GIS database.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May work along for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

*Effective November 2005 (previously part of Engineering Tech I/II classification).
Retro-active to January 2005.
Revised January 2017 (add physical /mental activities)
Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)*