TITLE: **GEOGRAPHIC INFORMATION SYSTEMS ANALYST I - II**

DEFINITION: Under supervision, performs specialized technical work involved in the administration, design, development, and implementation of the geographic information system.

REPORTS TO: Geographic Information Systems Analyst II
 Automated Systems Officer

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the routine duties of the classification.

Grade Level II - Performs the full range of duties of the classification and acts as project leader.

EXAMPLES OF DUTIES:

- Inputs geographic information:
- Oversees the installation of hardware and software;
- Develops and implements geographic information system policies and procedures necessary for the input, security, maintenance, and reporting of geographical data;
- Trains technical staff in the use and maintenance of the geographic information system;
- Researches, analyzes and evaluates hardware and software products for use in the geographic information system;
- Participates in the selection of geographic information system staff;
- Conducts research and identifies solutions to system problems;
- Directs the implementation of corrective enhancements;
- Interfaces with functional/user personnel to define geographic system requirements;
- May schedule, assign, monitor, and review the activities and projects assigned to technical staff;
- May select, train, evaluate, and discipline assigned staff;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education equivalent to graduation from a four-year college or university with major course work in computer science, business administration, engineering, mathematics, or a related field, and at least two years of recent experience in the use and administration of geographic information systems; up to two years of experience may be substituted for education requirements on a year-for-year basis.
 OR
Education equivalent to a two-year degree in computer science, business administration, engineering, mathematics, or related field, and a minimum of three years

Geographic Information Systems Analyst I-II (continued)

of experience as a Programmer Analyst, and Engineering Technician or a Senior Engineering Technician.

Additional specific requirements are necessary for each position within the classification and may include one or all of the following areas:
1. A valid motor vehicle operator license.
2. Willingness to work occasional nights, weekends, holidays, and overtime as required.

Ability to pass a security investigation.

HISTORY:

Established 07/01/91

Approval/Adoption Dates: 10/11/91 - Human Resources Department
                         10/30/91 - Civil Service Commission