

## JOB INFORMATION

|                         |                                           |
|-------------------------|-------------------------------------------|
| Job Code                | HA07B                                     |
| Job Description Title   | Analyst II, Geographic Information System |
| Pay Grade               | FM13                                      |
| Range Minimum           | \$47,270                                  |
| 33rd %                  | \$56,730                                  |
| Range Midpoint          | \$61,460                                  |
| 67th %                  | \$66,180                                  |
| Range Maximum           | \$75,640                                  |
| Exemption Status        | Exempt                                    |
| Approved Date:          | 1/1/1900 12:00:00 AM                      |
| Legacy Date Last Edited | 12/16/2011                                |

## JOB FAMILY AND FUNCTION

|               |                                       |
|---------------|---------------------------------------|
| Job Family:   | Facilities, Maintenance, & Operations |
| Job Function: | Project Support & Data Management     |

## JOB SUMMARY

Assists and contributes to the development and advancement of research by conducting database management and user assistance for the Geographic Information System (GIS) support.

## RESPONSIBILITIES

- Consults with researchers to create computer applications with GIS support.
- Produces customized maps and reports by conducting continuous development of the GIS.
- Monitors trends in GIS technology and recommends planning and operating improvements.
- Install and troubleshoot GIS software and applications.
- Develops and/or recommends tools and applications that would enhance the GIS software currently in use.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                        |     | Years of Experience | Focus of Experience                                       |  |
|-------------------|-----------------------------------------------------------|-----|---------------------|-----------------------------------------------------------|--|
| Bachelor's Degree | Degree in Geographic Information Systems or related field | and | 2 years of          | Experience in the use of geographical information systems |  |

Substitutions Allowed for Experience

Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       | X      |              |            |            |        |
| Walking                       |       | X      |              |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        | X            |            |            |        |
| Hearing                       |       |        | X            |            |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.