THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR INFORMATION TECHNOLOGY GIS ANALYST

Group-Section: Business Technology Group	**FLSA Status:** Non-Exempt **Bargaining Unit:** AFSCME	**Salary Grade:** 52 **Job #:** YA36

JOB SUMMARY
This is the advanced journey level position performing Senior Information Technology GIS Analyst job duties.

DISTINGUISHING CHARACTERISTICS
Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves establishing criteria; leading projects; assessing service effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities or other operations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES
1. Leads, defines, and performs configuration and customization of Commercial Off-the-Shelf Geographic Information Systems packages and integration with other systems.

2. Leads, evaluates, and tests system upgrades and installations.

3. Leads, researches, recommends, and implements solutions for systematic problems and for improvements in functionality.

4. Acts as Project Manager: Plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget and schedule. Manage Geographic Information Systems projects. Monitors project performance and compliance with applicable specifications and standards related to application and system development.

5. Leads and develops custom Geographic Information System applications using standard commercial off-the-shelf software and development tools. May include integration with multiple enterprise business systems.

6. Leads and conducts spatial analysis and produces Geographic Information System maps and reports.

7. Leads and performs Geographic Information System data processing including updating multiple data layers involving multiple data relationships and integration; may require the use of custom data processing tools and scripts.

8. Participates in professional group meetings; stays abreast of new trends and innovations in their area of responsibility.

9. Performs other related Information Technology GIS Analyst job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Geographic Information Systems, Geographic concepts, Cartography, Coordinate Systems, Map Projections, Spatial Analysis, Topology, Spatial Data Types, Spatial Data Conversion, GIS Applications, GIS Programming, GIS Web Services, Metadata concepts, color printers and large format plotters, relational databases, query and report writing tools; methods and techniques to analyze, design, develop, test and implement applications; object oriented programming concepts; integration of GIS with other applications; Information Technology methods and procedures, including systems development life cycle; project management; and current office technology and equipment.

Required Skills and Abilities to: Perform GIS Analysis and Mapping; use GIS applications; use and maintain large format color plotters; perform GIS Data processing, conversions, projections, and digitizing; create and maintain GIS web services; diagnose and resolve GIS related problems; configure and customize Commercial Off-the-Shelf Geographic Information Systems packages and integrate with other systems; provide technical system support; diagnose and resolve GIS related problems; analyze requirements, design, test and implement GIS system applications; manage projects; provide technical system support across multiple modules; provide training; plan and perform a variety of assignments to meet business objectives; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS
Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Job Title: Senior Information Technology GIS Analyst
Job Code: YA36
Adopted: 03/11/13
Revised:
Supercedes:
Page 2

Certificates
- None

Licenses
- Valid California Class C Driver License that allows you to drive in the course of your employment.

Registrations
- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS
The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

Job Title: Senior Information Technology GIS Analyst
Job Code: YA36
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Supercedes:
Page 3