



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY GIS ANALYST I

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 37 <b>Job #:</b> YA33
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### JOB SUMMARY

This is the entry level position performing Information Technology GIS Analyst I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Guidelines covering the assignment are provided; work is in adherence to the guidelines. The work consists of tasks that are clear-cut and directly related and is in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

1. Troubleshoots and supports software and hardware; provides technical assistance to customers.
2. May participate on a project team.
3. Conducts spatial analysis and produces Geographic Information System maps and reports.
4. Performs Geographic Information System data entry and assists with data processing.
5. 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.

**Required Knowledge of:** Geographic Information Systems; Geographic concepts; Cartography; Coordinate Systems; Map Projections; Spatial Analysis; Topology; Spatial Data Types, Spatial Data Conversion, GIS Applications, Metadata, configuring large format plotters, methods and techniques to develop, test and implement applications; principles of relational databases, query and report writing tool concepts; Information Technology methods and procedures, including systems development life cycle; 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; plan and perform a variety of assignments to meet business objectives under established guidelines; 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; 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:

#### **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.