



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INFORMATION TECHNOLOGY GIS ANALYST II

<b>Group-Section:</b> Business Technology Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 42 <b>Job #:</b> YA34
--	--	---

### JOB SUMMARY

This is the intermediate level position performing Information Technology GIS Analyst II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level follow established procedures for doing the work. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope following established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Learns and assists with configuration and customization of Commercial Off-the-Shelf Geographic Information Systems packages and integration with other systems.
2. Assists with the evaluation and testing of system upgrades and installations.
3. Troubleshoots and supports software and hardware; provides technical assistance to resolve problems; maintains information technology systems.
4. May participate on a project team.

5. Assists in developing custom Geographic Information System applications using standard commercial off-the-shelf software and development tools. May include integration with enterprise business systems.
6. Conducts spatial analysis and produces Geographic Information System maps and reports.
7. Performs Geographic Information System data processing including updating multiple data layers involving multiple data relationships and integration.
8. 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 two 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 design, develop, test and implement applications; object oriented programming 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; create and maintain GIS web services; provide routine technical system support; diagnose and resolve GIS related problems; assists with providing training; plan and perform a variety of assignments to meet business objectives; 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

Job Title: Information Technology GIS Analyst II

Job Code: YA34

Adopted: 03/11/13

Revised:

Supercedes:

Page 2

**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.