

Classification Specification

GIS ANALYST

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2019;
Oct 2016; Apr 2014; Sept 2012

SERIES CONCEPT

The GIS Analyst is a fully-skilled working level classification of the GIS series, which includes: Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include working as a GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks, and monitor quality and quantity of work for GIS Technicians and interns.
- Performs basic to complex data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Manages and monitors project tasks.
- Monitors and analyzes project and programmatic budgets.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Analyst classification are distinguished by the specialized technical GIS skills necessary to perform moderate to complex functions involving analysis, database design and management, and application development. This classification is responsible for managing workload and budgets.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: Two years of experience in the use of ArcGIS Desktop, and relational databases. Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks. One year of project management experience is desirable.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Geographic data sources available through local, county, state, or federal agencies.
- Research methods and practices.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage project tasks.
- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.