CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GEOGRAPHIC INFORMATION SYSTEMS ANALYST I - 1141

DEFINITION:

Under general supervision, to perform technical and analytical duties of average complexity related to the development, testing, implementation, integration, and modification of geographic information systems (GIS) datasets and GIS related applications; to provide support to end users in the day-to-day operation of GIS; and to perform related duties.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Geographic Information Systems Analyst series. Most positions are classified at the Geographic Information Systems Analyst II level, which is the fully experienced or journey-level class. In a training capacity, positions may be underfilled with Geographic Information Systems Technician in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Geographic Information Systems Analyst II, in that Geographic Information Systems Analyst I positions typically design, implement, and maintain GIS of a narrower scope and receive more direction and guidance in their assignments.

* EXAMPLES OF DUTIES:

- Creates, maintains, and analyzes geographic data, databases, applications, and related projects;
- Translates requirements and specifications into functional GIS solutions;
- Designs and creates customized maps using cartographic and geographic/cadastral standards and mapping products;
- Records spatial data into codes using classification systems;
- Maintains existing GIS databases and reviews and interprets data sources;
- Enters, edits, and updates GIS spatial data, including points, lines, polygons, and metadata into databases or layers following standard procedures;
- Transforms maps into a digitized format;
- Spatially digitizes scanned inputs, computer disks, and/or data transfers from external sources;
- Enters data and maintains the GIS data structure, data dictionary, and access systems;
- Prepares or updates online mapping services, GIS data, and analytical files available on the Internet/Intranet;
- Converts tabular, mapping, or imagery data using GIS software programs;
- Prepares spatial data for input into GIS;
- Customizes and automates GIS processes using standard tools;
- Creates output from three-dimensional models, as directed;
- Implements geographic topology, dynamic segmentation, and geometric networks;
- Creates, acquires, and converts new data in an existing data set;
- Assists with the implementation, upgrade, and/or administration of related applications;
- May supervise technical support personnel.

* EXAMPLES OF DUTIES performed by employees in this class. The class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

<u>MINIMUM QUALIFICATIONS</u>:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units); **<u>AND</u>** one year of full-time professional geographic information systems experience (within the last 5 years).