CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN – 1128**</u>

<u>**DEFINITION**</u>:

Under general supervision, to assist in the development, testing, implementation, integration, and modification of the less complex geographic information systems (GIS) datasets and GIS related applications; to provide routine technical support to end users in the day-to-day operation of GIS; and to perform related work.

<u>**DISTINGUISHING CHARACTERISTICS**</u>:

This is the paraprofessional class within the City's Geographic Information Systems class series. This class is distinguished from the Geographic Information Systems Analyst series in the level of complexity associated with the GIS developed and maintained. Geographic Information Systems Technician positions are typically responsible for developing limited systems which are standardized and where system troubleshooting is minor and routine as a result of the limited number of exterior devices and the restricted nature of system integration. In addition, GIS support responsibility is typically associated with the maintenance and/or adaptation of pre-developed software and hardware configurations as opposed to the on-going custom development of unique systems, which is more typically performed by professional level positions.

* <u>EXAMPLES OF DUTIES</u>:

- Performs GIS support work on the less complex systems;
- Provides services to and supports system users;
- Assists with the maintenance and quality control of City geographic data;
- Assists with staff requests such as mailing notifications, map requests, and data requests;
- Enters, updates, and maintains geographic data files, geodata sets, and metadata;
- Prepares or updates online mapping services, GIS data, and analytical files available on the Internet/Intranet;
- Enters parameters and generates and distributes standard products including maps, shape files, graphics, tables, and reports to meet specific customer requirements;
- Assists with implementing software upgrades and installs;
- Assists with data projects for various departments;
- Converts data files to and from GIS and related systems;
- Performs spatial analysis such as buffering, spatial overlay, and distance calculations using established methods and procedures;
- Operates GIS hardware and software;
- Reviews databases for accuracy and compliance with established formats and standards;
- Researches and analyzes geographic data for integration;
- Edits databases to support City operations;
- May direct the work of clerical support staff.

* 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.

Successful completion of 30 semester/45 quarter college units which must include 15 semester/22.5 quarter units in the field of Geographic Information Systems, Geographic Information Science, Geography, or a closely related field; **<u>OR</u>** one year of full-time paraprofessional experience in performing geographic information systems support work.