

April 17, 2007

City Council Meeting of
February 13, 2001

**Approval of Classification Specifications for
Geographic Information Systems (GIS) Analyst**

Recommendation

Staff recommends approval of the class specification for Geographic Information Systems (GIS) Analyst.

Background

The City's Geographic Information System was implemented by a part-time intern. The system has become invaluable for asset management of the City's infrastructure as well as for preparing maps and exhibits for presentation and other purposes for all City departments including Police, Fire, Planning and Public Works. Based on that need a full-time position was added to the budget and approved by Council during the mid-year review. The salary was established during the budget process at a range of \$4,500 to \$5,470 per month. As this is a new classification, the development of a class specification is necessary.

Analysis

The attached class specification for GIS Analyst has been developed by outlining the duties to be performed by this position, by surveying other local agencies for comparable classifications, and by reviewing the duties and functions of other existing classifications in the Department.


This specification was approved by the Civil Service Board at their meeting of April 11, 2007. Following approval by the City Council, the City will then conduct a recruitment and examination for this classification.

The resulting eligibility list will be presented to the Civil Service Board for certification.

Respectfully submitted:


Michael Earl
Personnel & Risk Management Director

Concur:


Stephen Burrell
City Manager

CITY OF HERMOSA BEACH
Class Specification

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

DEFINITION

Under the general direction of the Public Works Director, the GIS Analyst shall provide technical and analytical support for development and maintenance of the city's geographic information system including preparation of a wide variety of maps and system databases utilizing a variety of software and hardware.

EXAMPLES OF DUTIES

Generates standard and custom products such as reports, maps, diagrams, exhibits, and displays for users in all City departments. Uses GIS software to perform informational analysis of location, relationship, trends, and proximity of complex features and data through the use and development of specific queries. Conducts field studies to gather data; input and import data associated with geographic features; participates in the maintenance of supplies required for system operation.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of principles, practices and techniques of GIS applications, design and database management, and cartographic techniques. Knowledge of GIS software such as ArcView, ArcInfo and ArcIMS/ArcGIS Server for desktop and internet applications. Must be able to utilize appropriate data collection methods; organize and conduct various research studies; work independently and use good judgment; meet schedules and timelines; communicate in writing and verbally in a clear and concise manner; and be able to establish and maintain good working relationships with others.

Education and Experience: Requires a bachelor's degree in geography, geographic information systems, computer science engineering or a related field. Three years of experience in geographic information systems. Experience in a municipal setting is preferred.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Approved by the Civil Service Board: April 11, 2007

Approved by the City Council: