

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** May 04, 2016

**POSITION TITLE:** **GIS ANALYST I/II**

**GRADE LEVEL:** K/H

**SUPERVISOR TITLE:** GIS Coordinator

**FLSA Status:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under general supervision progressing to direction, to perform professional level duties related to the input, analysis, maintenance, and application design of the District's Geographic Information System (GIS).

**CLASS CHARACTERISTICS**

***GIS Analyst I***

This is the entry-level classification in the professional GIS analyst class series. Positions assigned to this level perform routine GIS technical duties under general supervision. Incumbents of positions allocated to this classification level typically have the required degree but work in a training capacity as they gain professional experience. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

***GIS Analyst II***

This is the journey-level classification in the professional GIS analyst class series. Positions assigned to this level perform a full range of professional level GIS technical duties under direction. Because incumbents of positions allocated to this classification level are expected to be fully trained and competent, this classification typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

**EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):**

- ✎ Use GIS applications (such as ArcGIS) to enter, edit, manage, analyze, report and display information
- ✎ Perform data entry through on-screen digitization, scanning, and field data collection
- ✎ Import and export data from other systems and edit geographic and tabular data
- ✎ Perform GIS-based analysis and data manipulation to support a variety of planning, engineering, administrative and other applications
- ✎ Design and produce high-quality cartographic presentations, suitable for publication and public display
- ✎ Perform quality control/assurance of GIS data
- ✎ Maintain metadata and documentation as it applies to GIS applications and workflows
- ✎ Assist in the administration of the GIS by installing and maintaining software programs and upgrades; perform system backup and archival duties;
- ✎ Perform field data collection using GPS-enabled mobile units
- ✎ Assist with maintenance of District GIS database (water and sewer facilities, annexation, wells and agency agreements, easements, etc.)
- ✎ Respond to customer and District personnel inquiries
- ✎ Prepare various maps, graphs, charts and data as needed by the public and other District departments
- ✎ Provide training and support to GIS end users
- ✎ Perform related duties as assigned

### **GIS Analyst I**

## **QUALIFICATIONS**

### **Required:**

- ✎ Knowledge of GIS Concepts and using ESRI's GIS software (primarily ArcGIS Desktop, ArcCatalog)
- ✎ Knowledge of database concepts
- ✎ Knowledge of spatial analysis techniques
- ✎ Ability to operate a PC and use Microsoft Office Suite software
- ✎ Ability to read engineering design drawings (water, sewer, easements etc.)
- ✎ Ability to use and maintain printing and digitizing equipment
- ✎ Attention to detail


## **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Six (6) months to one (1) year of GIS experience using ESRI's GIS software is desirable.

**Training:** Equivalent to a Bachelor's Degree in GIS, Geography or a related field. Specialized training by ESRI in ArcGIS applications plus four (4) years of public utility GIS work experience may be substituted for the bachelor's degree requirement.

**License / Certificates:**













-  California Class C Driver's License

In addition to the qualifications for a GIS Analyst I:

**GIS Analyst II**

**QUALIFICATIONS**

**Required:**

-  Knowledge of complex GIS concepts and proficiency in using ESRI's GIS software (primarily ArcGIS Desktop, ArcCatalog, ArcToolbox)
-  Knowledge of water distribution and wastewater collection systems
-  Knowledge of cartographic, surveying, and engineering principles and practices as related to GIS and GPS (Global Positioning System)
-  Knowledge of spatial analysis techniques
-  Experience with data maintenance/editing in a multi-versioned database environment
-  Knowledge of Geometric Networks concepts
-  Knowledge of advanced database concepts
-  Ability to read water and sewer engineering design drawings
-  Ability to read and plot legal descriptions
-  Ability to use GPS equipment (knowledge of GPS hardware and software and data collection workflows)
-  Experience with providing GIS support for CMMS (Computerized Maintenance Management System)
-  Attention to detail

**SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Two (2) years of public utility GIS experience using ESRI's GIS software.

**Training:** Equivalent to a Bachelor’s Degree in GIS, Geography, information technology or a related field. Specialized training by ESRI in ArcGIS plus four (4) years of public utility GIS work experience may be substituted for the bachelor’s degree requirement.

**Licenses/Certificates:**

- ✎ California Class C Driver’s License

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Uses general office equipment including a desktop computer
- ✎ Extended sitting
- ✎ Extended walking
- ✎ Extended standing
- ✎ Climbing

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Inclement weather
- ✎ Travels regularly by vehicle in inspecting District sites and facilities
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Potential earth cave-in

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date