

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

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

GRADE LEVEL: E30 / E36

SUPERVISOR TITLE: GIS Coordinator

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

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, Arc Catalog)
- ✎ 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, Arc Catalog, Arc Toolbox)
-  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 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:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  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
-  Ability to speak and hear both in person, by telephone, and radio
-  Vision within normal ranges including color vision with or without correction
-  Regular attendance
-  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:

-  Work in a temperature controlled office environment with moderate noise.
-  Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

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