

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST I, II, III OR IV
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Information Services
SALARY: **Level I -** Range 68 \$4444 \$4668 \$4899 \$5138 \$5400**
Level II - Range 72 \$4883 \$5132 \$5382 \$5647 \$5931**
Level III - Range 75 \$5244 \$5509 \$5775 \$6068 \$6374**
Level IV - Range 79 \$5760 \$6051 \$6351 \$6668 \$7005**
(The above monthly salaries are paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: To work as part of a team to develop, implement, configure, manage, maintain, coordinate and troubleshoot and improve the County of Inyo Geographical Information System (GIS) including computing hardware, operating system software, GIS-specific Internet/web environments/web services, GIS software tools (significantly ESRI products), and GIS and related databases; to perform cadastral drafting work and maintain parcel maps to support the Assessor; to review GIS requests, business needs and processes within the organization in order to recommend, prioritize and implement solutions; and to function as a positive and cooperative team member in a dynamic work environment. Receives direction from the Director of Information Services. Levels III and/or IV may exercise direct supervision over professional, technical and/or clerical staff.

ESSENTIAL JOB DUTIES: : Maintain and improve attribute and spatial accuracy of parcel feature class; convert legal descriptions into parcels in GIS data; maintain parcel feature class for changes resulting from the voiding or creation of new assessment parcels; search recorded documents, court orders, and surveys to determine correct locations; write legal descriptions; update parcel feature class to reflect jurisdictional changes of taxing agencies, changes in tax rate areas, new state utility roll maps, or other changes in the status of parcels; spatially edit Zoning and General Plan feature classes to match parcels; perform annual attribute and spatial updates to Zoning and General Plan feature classes; regularly check public data clearinghouses for updated versions of data; download, subset, project, and import needed data; design feature classes and file geodatabases for field data collection; ensure all datasets possess adequate metadata adhering to Federal Geographic Data Committee metadata standards; respond to data requests from outside agencies. Acts as liaison and primary resource between in-house users, commercial software/hardware vendors and consultants; provides technical expertise and overall perspective; ensures adherence to design specifications and Information Services defined and professional standards and methodologies. Completes daily operations tasks as assigned; provides hands-on support for designated user requests; conducts the work necessary to complete/implement assigned projects including GIS and related database management. Confers with and conducts meetings with a variety of user groups to gather all necessary information and documentation; facilitates the information flow and implementation activities across departmental and/or organizational lines as necessary. Defines and documents requirements for data, operational processes, logical processes, operating software and hardware, system integration, internal and external checks and controls and user expectations within the context of

budgetary, technology and resource constraints. Meets with user groups on a periodic and regular basis to discuss system expectations; conducts feasibility studies including needs and cost/benefit analyses to evaluate the impact of desired and required changes. Researches and analyzes available technology as appropriate; documents and reports findings and recommendations. Identifies, analyzes, recommends, and implements opportunities to deploy GIS technology to transform and improve the delivery of County services. Analyzes environmental and system security based on current and anticipated operational needs and legal requirements; implements changes as directed. Writes and maintains technical specifications and procedures for assigned systems and/or projects and in support of technical staff and user groups. Develops and executes project plans for given assignments. May pursue GIS-related grant and other funding opportunities by identifying needs, researching funding prospects, developing requests for funding and otherwise administering the application and post-application processes.

Other related duties may be required as assigned based on skill set and experience.

EMPLOYMENT STANDARDS

Education/Experience:

Level I: A High School diploma or equivalent with at least one year of experience in drafting, mechanical design automation, computer-aided design, cadastral mapping, or advanced technical work associated with GIS or parcel mapping. An Associate's degree or certificate with GIS or cadastral mapping as a significant part of the curriculum may be substituted for the required one year of experience. A Bachelor's degree is desirable.

Level II: An Associate of Science or Associate of Applied Science degree from an accredited college with major coursework and training in geographic mapping, automated mapping, cadastral mapping, GIS or a closely related field, with at least two years of experience in drafting, mechanical design automation, computer-aided design, cadastral mapping or GIS. A Bachelor's degree in GIS or related fields is desirable and may be substituted for the required two years of experience.

Level III: A Bachelor's degree in geographical information systems, GIS, or related fields (qualified experience in GIS management, analysis and design may be substituted for the desired education on a year-for-year basis); plus one year employment as a GIS Analyst or equivalent position with proficiency in GIS software tools, GIS data schemas, GIS data analysis, other GIS specific hardware and software.

Level IV: A Bachelor's degree in geographical information systems, GIS, or related fields (qualified experience in GIS management, analysis and/or design may be substituted for the desired education on a year-for-year basis); plus two or more years employment as a GIS Analyst or equivalent position with proficiency in GIS software tools, GIS data schemas, GIS data analysis, other GIS specific hardware and software.

Knowledge of: Geographical information systems, schemas, and structures; cadastral mapping; computer science/software engineering; database management; geography; cartography; surveying; town or community planning; environmental sciences.

Ability to: Perform attribute and spatial queries; make topologically consistent spatial edits; perform geoprocessing operations; georeference raster data; convert data formats; create and publish web maps; operate GIS specific hardware and software as well as general productivity software; manage and maintain GIS and related databases /datasets; collect and analyze raw GIS data (which may be numeric, narrative, graphic, etc.) in relevant terms (parcel dimensions and locations, vegetation density, etc.); create simple to more complex GIS data processing macros/scripts; convert data formats and parse data; maintain GIS-related web sites/services; produce relevant maps and/or presentations as requested; create and publish web maps; maintain and operate GIS-specific hardware and software as well as general productivity software; communicate clearly both verbally and in writing; work cooperatively with members of the Information Systems staff and those contacted in the course of work in a spirit of collegiality; lead others in complex analysis and projects; successfully accommodate multiple projects concurrently; perform well under tight schedules and during periods of intense expectations.

Physical ability to: Must have ability to stand, walk, kneel, crouch, crawl, stoop, squat, twist, climb, climb and descend stairs, sit for prolonged periods of time, use a telephone, and lift up to 50 pounds; must have ability to reach and lift above shoulder level; normal hearing and vision.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with County staff and management, as well as the general public.

Special requirements: Must possess a valid California driver's license; must successfully complete a California Department of Justice "Criminal Justice System Employee" background check prior to employment.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.