

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:

SENIOR GIS ANALYST
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Information Services
LOCATION: Independence, CA
SALARY: Range 84 \$7178 \$7535 \$7911 \$8303 \$8725

****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 at least 50% of normal cost. 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: Under general supervision from the Director of Information Services or their designee, performs complex professional work in the Geographical Information System (GIS) environment

This is the advanced journey level classification within the GIS Analyst job series. Incumbents in this job class possess and apply the highest levels of specialized and professional analytical skills and knowledge while serving as team leader or project manager for GIS systems and projects. Incumbents in this job class perform the most difficult and responsible duties including providing advanced technical and professional support to GIS system users. Incumbents in this job class provide direction to other GIS Analysts. Incumbents in this job class generally work independently and require outstanding problem-solving, organizational, and communications skills as well as considerable knowledge of GIS systems, services, and products. Receives consistent direction from the Director of Information Services. May exercise technical and functional supervision over clerical, technical, or entry level professional staff as assigned.

ESSENTIAL JOB DUTIES:

- Supervises the work of other GIS Analyst positions.
- Functions as a positive and cooperative team member.
- Provides technical guidance and assistance, as required, to other County employees.
- Manages the GIS database system, updates, and backups, including planning, design, customization, and maintenance of the GIS software and database.
- Provides a wide range GIS solution, both recurring and ad hoc, for County departments and regional organizations.
- Serves as a project leader for GIS projects, managing both technical resources and project team members.

- Evaluates and implements strategic GIS initiatives for the County.
- Provides solutions for GIS-related business needs of County departments and regional customers.
- Analyzes designated user/business needs and processes within the County organization, assess potential or existing problem situations or opportunities and design technical solutions.
- Implements, debugs, tests, and documents new and/or modified configurations and system processes.
- Provides and coordinates end-user training and support.
- Requires a high degree of innovation and creative thinking, and the ability to use the accumulated knowledge and experience of others.
- Maintains system and project documentation. Capable of designing and delivering solutions to satisfy County department needs with limited supervision.
- Performs other duties as required.

Operates a variety of standard office equipment such as a personal computer (PC), telephone, calculator, printer, and plotter. Enters data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. Remains positioned in front of a computer for extended periods of time. Distinguishes colors to input land and utility GIS data (by assignment). Performs fine hand movements in the accurate use of drafting instruments. Meets scheduling and attendance requirements. Must be able to lift up to 25 pounds.

EMPLOYMENT STANDARDS

Education/Experience:

A Bachelor's degree in GIS, computer science or related fields; qualified experience in GIS or operations management, analysis and design may be substituted for the desired education on a year-for-year basis; plus three or more years employment as a GIS Analyst or equivalent position with proficiency in GIS systems, service delivery and project management.

Knowledge of:

ESRI's product line

ArcGIS

Python scripting

GPS technologies, associated software utilities and their applications or use cases

Interpreting legal descriptions for physical properties as it relates to GIS-based parcel management

Basic elements of web design and WYSIWYG editors

Ability to:

Develop and maintain GIS datasets and support other GIS users in editing and data maintenance

Develop, deploy, and support basic web-based GIS applications and tools

Support the user community and other GIS staff across County departments through training and mentoring

Maintain metadata and GIS documentation

Assist with strategic planning efforts

Make public presentations

Work alone and in a small team environment, with limited supervision

Maintain a high level of education and knowledge of current and future GIS applications

Effectively represent the County's Information Services Department

Serve as a Disaster Service Worker during certain emergency situations

Establish and maintain cooperative working relationships across County departments and outside agencies

Maintain confidentiality, where necessary

Special requirements: Must possess a valid operator's license from the State Department of Motor Vehicles; must successfully complete a California Department of Justice "Criminal Justice System Employee" pre-employment background investigation and physical examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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** in the Personnel Office, 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. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR FILLING COUNTY WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

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). **All County positions are considered Countywide positions.** 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.

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.