

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV77778
Job Class Code:	760	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	2/20/07	Effective Date:	2/15/07
Job Code Revised:		Effective Date:	

JOB CODE SERIES: MISCELLANEOUS SCIENCES

JOB CODE TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST

HRIS TITLE: GIS SPCT

CHARACTERISTICS OF THE JOB CODE: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

SPECIALISTS work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties.

- Create maps and graphs, using GIS software and related equipment.
- Meet with users to define data needs, project requirements, required outputs, or to develop applications.
- Conduct Research to locate and obtain existing databases.
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Analyze spatial data for geographic statistics to incorporate into documents and reports.
- Design and update database, applying additional knowledge of spatial feature representations.
- Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.
- Analyze geographic relationships among varying types of data.
- Prepare metadata and other documentation.
- Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera.

- Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer.
- Present information to users and answer questions.
- Retrieve stored maps.

WORK CONDITIONS: GIS Specialists usually work in clean, well lit, and well-ventilated offices. They generally work with computers and automated mapping equipment. The work often involves long hours in front of a computer screen using a keyboard and a mouse. Some GIS professionals do fieldwork to collect data.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Geography / Geology and Cartography including knowledge of various methods for describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics.
- Geographic Information Systems / AutoCAD Software
- Mathematics
- Information Gathering - Knowing how to find information and identify essential information, and validate the information.

Skill/Ability to:

- Convey GIS/spatial information to non-GIS/technical people through effective written, oral, and cartographic
- Solve problems using the GIS suite of tools.
- Follow a given rule or set of rules in order to arrange things or actions in a certain order.
- Analyze indicators of system performance, taking into account their accuracy
- Analyze and interpret data to ensure accuracy

KSAs are typically obtained through experience and/or education in: Geology or Physical Geography and Geographic Information Systems.

SPECIAL SELECTION FACTORS: B.S.in Geology or Physical Geography with an emphasis on GIS may be required.