

Classification Title: GIS Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION: Performs technical activities, including systems analysis, system design programming and complex geoprocessing analyses to meet user business needs and requirements. Ensures the security and integrity of user applications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Administers application assessment, design, creation and implementation. Researches systems and designs and discusses with departments to ensure different programs meet departmental needs. Consults with users to assess programming needs, develops programming specifications, and develops code using advanced programming languages to meet application needs.
2	S	Develops scripts programs and procedures to perform complex geographic analysis using overlays, buffers and queries. Performs spatial calculations of distance and area, summarize findings, output tables and graphics. Develops methodologies for geoprocessing and analysis and performs that geoprocessing to produce datasets for distribution and download. Constructs GIS data models such as future land use buildout scenarios or potential landfill suitability analysis.
3	S	Researches and corrects application problems, including debugging, researching errors and running utilities to determine whether problems are hardware or software related. Documents user data and requests. Researches off-the-shelf utilities and applications. Responsible for collecting and maintaining information
4	S	Carries out project management for projects. Works with vendors to develop project plans, budgets, contracts, and monitors contractual requirements.
5	S	Provides user training and ongoing user support on application interfaces developed in-house as well as those that are purchased. Supervises the work of technical staff.
6	S	Works with database administrator and departments to design databases (graphic and attribute) to meet application and data analysis needs. Develops logical and physical database designs and procedures for development of databases and geographic data layers. Assists users in understanding data relationships, particularly between spatial (graphic) and attribute (non-graphic) datasets.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Computer Science, Business Administration or related field.
Experience	Five years of experience in complex information systems analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copiers, fax machines, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

Wake County, NC

**Classification 2045
GIS Analyst**

PROTECTIVE EQUIPMENT REQUIRED:

None.