



**JOB INFORMATION**

Job Code	HA07C
Job Description Title	Analyst III, Geograph Info Sys
Pay Grade	FM14
Range Minimum	\$51,230
33rd %	\$61,480
Range Midpoint	\$66,600
67th %	\$71,730
Range Maximum	\$81,970
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2011

**JOB FAMILY AND FUNCTION**

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

**JOB SUMMARY**

Assists and contributes to the development and advancement of research by conducting database management and user assistance for the Geographic Information System (GIS) support.

**RESPONSIBILITIES**

- Consults with researchers to create computer applications with GIS support.
- Produces customized maps and reports by conducting continuous development of the GIS.
- Monitors trends in GIS technology and recommends planning and operating improvements.
- Install and troubleshoot GIS software and applications.
- Develops and/or recommends tools and applications that would enhance the GIS software currently in use.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Geographic Information Systems or related field	and	4 years of	Experience in the use of geographical information systems	

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking		X				
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking			X			
Hearing			X			
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.