Exhibit "A"

City of Redondo Beach Approved: August 16, 2022
Class Specification Resolution: CC-2208-063

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TITLE: GIS ANALYST

PROPOSED SALARY: $5,834-$7,527 (Commensurate to Administrative Analyst, Community Services Analyst, Crime Analyst)

DEFINITION:
Under the direction of the City Engineer or designee, this position is accountable as a team member of the Public Works Department to achieve results in support of the City's mission, goals, policies and objectives.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:
The listed tasks are essential for this position and may include but are not limited to the following:

- Recommends geographic information systems (GIS) work plans and goals; coordinates and completes projects in accordance with established schedules.
- Manages, designs, develops, updates, and maintains GIS databases for network, ArcGIS server and web applications.
- Utilizes GIS/CAD software to develop databases and create map features for user interfaces, GIS analysis, and plot preparation.
- Analyzes and performs related technical duties in the development, implementation, operation, and maintenance of the City's geographic information systems, including calculating and editing of attributes and merging of data from different sources.
- Manages and performs GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs data research, investigation and verification; creates and maintains files of digital pictures of streets and street problems for department use; codes and digitizes maps and geographical feature data into various layers; prepares projects and data for archival storage; performs record keeping and inventory; documents and files data sources and map files for future reference; responding to requests from the public for mapping data; and responds to emergency mapping and information requests.
- Analyzes, troubleshoots, and resolves GIS application problems; communicates with internal and external technical resources to resolve end user issues; and provides guidance to users on methods for correcting reported problems.

- Creates graphic displays and maps for City departments in digital and hard copy formats.
- Develops and generates a variety of specialized statistical and operations reports.
- Supervises and trains interns and staff to operate GIS input and output devices such as GPS/GIS data collection devices, scanners, printers, and large-format plotters.
- Supervises and conducts field studies as needed to gather or verify data.
- Uses a variety of City systems to find and collect data for use in everyday work such as MUNIS Permit Processing System, I water system, Laserfiche system, manual systems, and other City programs/software.
- Researches and analyzes geographic and tabular data from public and private sources for integration into the City's enterprise GIS.
- Manages the organization and maintenance of the department's archives of hard-copied plans and maps including scanning, record keeping, and control.
- Maintains and upgrades knowledge of GIS developments and applications, principles and practices by attending and participating in local professional group meetings.
- Acts as link between City and other agencies to resolve data discrepancies and to collaborate on resources to produce more reliable formats.
- Coordinates with the Information Technology Department on the maintenance, installation, and upgrading of GIS software and hardware applications on the network, and in the client/server environment.
- Trains users in the operation of GIS software application for the network, web/Internet, and computers.
- Evaluates software, products, and services for compatibility with existing applications.
- Provides static maps and dynamic mapping applications for public information purposes on the City's website.
- Delivers responsive and effective internal and external customer service while solving problems and proactively creating sustainable solutions to issues.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Supports the City's mission, goals, policies, and objectives.
- Supports the City's corporate values of: Openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility.
- Performs other related duties as required.

CLASSIFICATION:
The position is exempt from coverage under the Fair Labor Standards Act (FLSA) regulations and is a member of the Classified service.

QUALIFICATIONS:

This position requires:

Knowledge of:
Project management techniques; Geographic Information Systems (GIS) and proficiency with the ArcGIS suite; GIS programming and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis; geo-based mapping, marketing, graphics, and publishing applications; GIS software, remote sensing, and programming logic and GPS applications; and GIS database administration and management principles, methods and techniques, including quality control methods and practices.

Ability to: Perform a variety of complex GIS tasks and data analysis functions; apply advanced ArcGIS and GIS software to create a variety of geo-based mapping, graphics, and present visual reports and publications; accurately plot, enter, and revise data; research, analyze and solve mapping and technical problems involving software applications; operate modern office equipment and computer hardware; and organize and maintain records.

Education and Experience: A Bachelor's degree in Geography, Geographic Information Systems (GIS), Computer Science of Information Systems, or a closely related field is required. Three (3) years of full-time, experience working with geographic information systems or a closely related area is required.

Other: Possession of valid Class "C" California Driver License is a condition of employment for those appointed to this class.

In addition, this position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies for information technology.

The position's expected competencies are sound decision-making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytic skills; interpersonal, customer service and diplomatic skills; and ethical conduct.

The position requires meeting the physical employment standards for the job classification.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:
Work is performed mostly in office settings. Driving to locations and some outdoor work is required. Hand-eye coordination is necessary to operate instruments, computers, and various pieces of office equipment.

HISTORY:

Approved by: Resolution No. CC-2208-063