# RESOLUTION NO. 2023-06

## OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

### ADDITION OF GIS ANALYST I/II JOB DESCRIPTION

**WHEREAS**, the Board of Directors for the Nevada Irrigation District (the "District") held a workshop on January 11, 2023 and received input from District Staff regarding a new GIS Analyst I/II job description to cover the duties required for operating, maintaining and expanding the GIS at a planning and implementation level; and

**WHEREAS**, the additional responsibility and knowledge associated with these duties requires approval of a new job description.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Nevada Irrigation District:

1. The Board of Directors hereby approves the job description for GIS Analyst I/II; and
2. The Board of Directors hereby approves the amended Wage Schedule to add the GIS Analyst I/II classification; and
3. The Board of Directors hereby approves the updated Exhibit A of the Office Unit of the MOU between Nevada Irrigation District and AFSCME.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 25th day of January 2023 by the following vote:

| | | |
|---|---|---|
| **AYES**: | Directors: | Heck, Bierwagen, Johansen, Hull |
| **NOES**: | Directors: | None |
| **ABSENT**: | Directors: | Caulder |
| **ABSTAINS**: | Directors: | None |

_Karen Hull_
President of the Board of Directors

**Attest:**

_Kris Stepanian_
Secretary to the Board of Directors

| NEVADA IRRIGATION DISTRICT | | | |
|---|---|---|---|
| **Job Description** | | | |
| Job Title: | GIS Analyst I/II | Reports To: | Assigned Supervisor |
| Salary Range: | B27/ 47 | Approved by Board of Directors: | 01/25/2023 |
| FLSA Status: | Non-exempt | Unit: | Office |
| *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.* | | | |

## Definition

Performs professional duties to operate, maintain, and expand the District's Geographical Information Systems (GIS) functions and functionality. Including designing, developing, and modifying geodatabases; generating and analyzing spatial data; and generating reports, maps and filing. Provide technical support to consultants and users of the GIS system. Create and manage databases to support integration with the Districts Computerized Maintenance Management System.

## Distinguishing Characteristics

GIS Analyst I: This is the learning level class in the GIS Analyst series. The GIS Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

GIS Analyst II: This level is distinguished from GIS Analyst I by the assignment of the full range of duties. Employees receive only occasional instruction or assistance of new, unusual or unique situations.

## Supervision Received and Exercised

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from a designated supervisor as indicated by the Director of Engineering. Provides training and guidance to lower-level staff.

## Essential Functions Statements

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Analyzes GIS needs and implements projects and applications. Including databases and related products or platforms. Makes strategic recommendations about the GIS program direction and project priorities.

2. Develop requirements for design and maintenance of GIS (Geographic Information System) mapping layers. Including assisting in developing requirements for CAD mapping layers.

3. Develop operating standards and procedures to be available and utilized by other District staff.

4. Create and manage Portal services.

5. Design, create and manage Portal maps and layers.

6. Design, create and manage maps and layers for ArcGIS online.

7. Use programming languages such as python, Javascript and SQL.

8. Perform GIS database management and administration tasks; including troubleshooting and resolving database problems; and verifying data integrity.

9. Participate and technically support the implementation and management of databases between the GIS and the District's CMMS.

10. Create and analyze GIS layers; producing maps for public and District departments; including providing analytic data.

11. Build, program and maintain web-based applications for District's internal and external websites and internet applications.

12. Create and edit geospatial data in GIS layers using digital techniques.

13. Perform GIS versioned editing and quality control.

14. Update and maintain GIS per as-built drawings of projects; identify and resolve errors in GIS and other engineering related databases.

15. File and retrieve engineering and related plans, maps, exhibits and various documents; update files and maintain document reference and retrieval systems.

16. Attends training to enhance knowledge of GIS system use and platforms, applying and documenting new techniques as they are implemented.

17. Work with District IT Department to make sure that the GIS server is working optimally.

18. Provides technical and functional supervision of consultants/vendors.

19. Provide support to District users.

20. Coordinate efforts with other departments as directed.

21. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

22. Perform related duties as assigned.

## Qualifications

Knowledge of:
- ESRI-based GIS software, ArcGIS Portal Map Services, and its applications.
- Principles and practices of GIS.
- Geodatabase management concepts and protocols.
- Programming languages such as python, Javascript and SQL.
- Data management and quality control techniques.
- Principles of cartography, basic design and engineering design standards.
- Knowledge of drafting and mapping tools and programs such as AutoCAD software.
- Principles of algebra, geometry, and trigonometry related to the computation of distances, angles, and areas.
- Records storage and handling techniques.
- Principles and practices of project management and workflow analysis.
- Principles and practices of effective customer service.

Ability to:
- Read and understand maps, right-of-way documents and design drawings.

- Perform a variety of field and office engineering work including surveying, drafting and mapping.
- Plan, organize, prioritize work and manage multiple priorities.
- Maintain GIS standards and accurate records.
- Perform complex analytical analysis and spatial queries.
- Research, design, implement and maintain GIS databases including versioned and replicated data.
- Recognize revisions impacts to the GIS databases and versions.
- Perform GIS versioned editing and quality control.
- Learn to use CAD (Computer Aided Drafting) and GPS (Global Positioning System) and other tools, methods and techniques.
- Compile and analyze technical information and prepare technical documents and reports related to area of assignment.
- Perform technical research related to maps, deeds and property rights.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:
- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

## Experience and Education Guidelines
*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education and Experience:

GIS Analyst I: Bachelor's Degree in GIS, engineering, cartography, geographic studies, computer science, or closely related field is preferred **OR** Equivalent experience of four (4) years of work experience equivalent to the District's GIS Technician **OR** associate's degree in the areas of GIS, engineering, geographic studies, computer science, or closely related field **AND** two (2) years of work experience equivalent to District's GIS Technician.

GIS Analyst II: The requirements of the GIS Analyst I **AND** an additional one (1) year of work experience as GIS Analyst I.

A GIS Certificate from an accredited college cannot be used as a substitute for the Associate Degree requirement for the GIS Analyst classification.

License and Certificate:
Possession of a valid California driver's license.

## Working Conditions

Environmental Conditions:

Work is generally performed in a temperature controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 25 pounds or less.

Vision:

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing:

Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.