YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: GIS Analyst

BAND: IT44		CLASS CODE: J23-3142	
DEPARTMENT: GIS	**ACCOUNTABLE TO:** IT Senior Manager I	**JOB FAMILY:** Information Technology	**Overtime Status:** Non-Exempt

JOB SUMMARY: Incumbents are responsible for analyzing, planning, organizing and managing a network of databases; for writing and maintaining application programs; for the creation of maps, graphs, charts, and/or web based applications and interfaces used in meeting the business and technological needs of the County and outside agencies. Assists the general public in accessing information and assists other technical staff and customer project teams in project development, planning and analysis of spatial information.

DISTINGUISHING CHARACTERISTICS:
The GIS Analyst classification is the second level of a two-level classification series. The GIS Analyst is responsible for writing computer code and building applications for current software, stand alone and web applications. The GIS Technician is an entry level position.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	Produces map products, graphics and other reports which present and summarize data to effectively meet project objective to include: writing programs to perform analyses; creating models and using programming language or scripts to create end products; and using global positioning system (GPS) units for production of maps.	C4
2.	Plans, builds and tests GIS applications for County departments and other outside agencies and individuals; translates database design goals to projects; and evaluates project requirements.	C4
3.	Works with end users and provides support, technical assistance and trouble-shooting of GIS applications; advises owners and users on the design and implementation of projects using GIS technology; identifies appropriate database requirements; and verifies the quality of data.	C4
4.	Serves as project manager on GIS related applications to include: convening meetings; designing interfaces; conveying technical design standards to staff; coordinating work with other departments and agencies; and assisting with and developing methods for training others on GIS and GPS applications and the use of equipment and software programs. Represents the department at meetings, seminars and conferences; conducts or assists in demonstrations and presentations of GIS applications and technology.	C4
5.	Performs maintenance and administration of computer systems to include: recommending the purchase of GIS related equipment; installing software and hardware; solving computer and printer errors; updating and maintaining GIS databases and mapping layers; and ordering supplies.	B2
6.	Performs other duties as required.	

Knowledge of: (position requirements at entry):
Knowledge of:
- Computer technology and database design concepts, principles, practices, and techniques such as: geoprocessing functions, spatial data conversion, relational database and modeling concepts, open database connectivity; object oriented programming;
- Programming languages and techniques and composition data conversion methods;

- Microsoft Office applications and other applications specific to the position;
- Techniques of analysis and presentation;
- Basic companion disciplines specific to assignment such as, urban planning, transportation, engineering, and resource management;
- Mathematics pertinent to area of assignment; and
- Customer service techniques.

Skills (position requirements at entry):

Skill in:

- Using computers, e-mail, internet, related software applications and the specific assignment systems;
- Using office equipment such as: printers, plotters, calculators, fax machines, telephones and scanners;
- Creating and maintaining applications using system development tools and programming languages;
- Using and administering Windows operating systems and installing/maintaining hardware and software; and creating spreadsheets and databases;
- Creating and maintaining applications using system development tools;
- Managing projects and prioritizing time and tasks; summarizing and presenting data;
- Designing, creating and maintaining web sites;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Computer Science or a field related to assignment plus four years computer application programming experience, including desktop or web application programming experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Required: ESRI software Experience is required for GIS Department assignments.
Preferred: Bachelor's Degree in a related spatial sciences field such as geography, environmental and / or geology

Licensing Requirements (position requirements at entry):
Some positions may require a current Driver's license;
Successful completion of a general employment verification.

Working Conditions: Position may have the potential exposure to the following:
Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:
Revised: 1/4/01 (Retitled and Revised from GIS Analyst)
Revised: 07/29/21 (Retitled and Revised from Systems Programmer)
Revised: 12/20/22