



## **GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST JOB FAMILY**

### **CAREER PATH**

#### **Geographic Information Systems Specialist**

This is a professional level position responsible for supporting an individual agency or an agency division. This position plans, designs, develops, and implements applications to ensure data integrity, compatibility with existing systems, and compliance with standards, policies, and other guidelines. This position provides technical support and guidance to GIS users and staff regarding GIS applications, data acquisitions and creations, data editing, GIS desktop software issues, and design, implementation, and management of geodatabases, and assists with assigned projects.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate successful use of programming languages, computer equipment, and associated software/databases in the performance of duties.

Working knowledge of and the ability to demonstrate understanding of all assigned areas of geographic information systems, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the training and mentoring of junior staff.



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Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of geographic information systems experience.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

### **Necessary Special Requirements**

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

**Pay grade:** 28, 30

**FLSA Status:** Non-Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.



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**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --