

GEOGRAPHIC INFORMATION SYSTEMS ANALYST

Job Number: 05

Salary Range - \$1,912.00 - \$3,099.76 Biweekly; \$4,142.67 - \$6,716.15 Monthly

FILING DEADLINE: 4:30 P.M. OCTOBER 12, 2009 AT CITY OF LONG BEACH CITY HALL, 333 WEST OCEAN BLVD., 7TH FLOOR OR BY MAIL TO THE CIVIL SERVICE DEPARTMENT. APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 PM OCTOBER 12, 2009. POSTMARKS WILL NOT BE ACCEPTED.

DESCRIPTION: Grades I - III: \$1,912.00 to \$3,099.76 Biweekly; \$4,157.00 to \$6,739.00 Monthly

EXAMPLES OF DUTIES:

Under supervision, performs specialized technical work involved in the administration, design, development and implementation of the Geographic Information System (GIS); inputs geographic information; oversees the installation of hardware and software; develops and implements Geographic Information System policies and procedures necessary for the input, security, maintenance, and reporting of geographical data; trains technical staff in the use and maintenance of the Geographic Information System; researches, analyzes, and evaluates hardware and software products for use in the Geographic Information System; participates in the selection of Geographic Information System staff; conducts research and identifies solutions to system problems; directs the implementation of corrective enhancements; interfaces with functional/user personnel to define geographic system requirements; may schedule, assign, monitor, and review the activities and projects assigned to technical staff; may select, train, evaluate, and discipline assigned staff; performs other related duties as required.

REQUIREMENTS TO FILE:

Graduation from an accredited four-year college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning or a related field (proof required)* AND- at least years of full-time equivalent paid professional experience in the use and administration of Geographic Information Systems; up to two years of additional (full-time equivalent) paid professional experience may be substituted for educational requirements on a year-for-year basis. -OR- B. Education equivalent to a two-year degree in Geography, Computer Science, Engineering, Business Administration, Mathematics or a related field (proof required)* -AND- a minimum of three years of full-time equivalent paid professional experience as a Geographic Information System Technician, Engineering Technician, or Senior Engineering Technician with the City of Long Beach with at least two years (full-time equivalent) paid professional experience in the use of the Geographic Information System; up to one year of additional full-time equivalent paid professional experience may be substituted for one year of the educational requirement.

Willingness to work occasional nights, weekends, holidays and overtime as required.

Some positions may require the ability to pass a security investigation. Proof of a valid motor vehicle operator's license is required at time of appointment. A current DMV driving record must be submitted to the hiring department.

DESIRABLE QUALIFICATIONS: Experience designing and programming GIS applications using ARC Server software and products; GIS applications with Bentley products including Map and Microstation, and using Autodesk software and products.

Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 19, 2009 via email civilservice@longbeach.gov or fax to (562) 570-5293.

SELECTION PROCEDURE:

This examination will be conducted using the continuous, non-competitive procedure of placing qualified individuals on the eligible list. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications and required supplemental applications submitted. As vacancies occur, the names of qualified applicants will be submitted to the requesting department for consideration. The eligible list will remain in effect for at least six months.

If you have not received notification by November 6, 2009, please contact the Civil Service Department at (562) 570-6202, or email at civilservice@longbeach.gov.

This information is available in an alternative format by request at (562) 570-6202. GISA/EE1AN-10 J.O.B. 05-10 CM 9/23/09

GEOGRAPHIC INFORMATION SYSTEMS ANALYST Supplemental Questionnaire

* 1. INSTRUCTIONS: The purpose of this supplemental application is to derive more specific information about your qualifications for the position of Geographic Information Systems Analyst. Please print or type. Your application and supplemental application should be clearly and completely as possible. Resumes may NOT be submitted in lieu of the required application and supplemental application. The required application and supplemental application must be completed and returned to the Civil Service Department by 4:30 P.M., October 12, 2009. Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 19, 2009: via email civilservice@longbeach.gov or fax to (562) 570-5293. Candidates who possess degrees from colleges or universities from outside the United States MUST attach proof of educational equivalency. NO RESPONSE IS REQUIRED. PLEASE PROCEED TO THE NEXT QUESTION.

* 2. SECTION I - REQUIREMENTS TO FILE CHOOSE THE LETTER OF THE OPTION UNDER WHICH YOU ARE APPLYING: A. Graduation from an accredited four-year college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning or a related field (proof required)* -AND- at least two years of full-time equivalent paid professional experience in the use and administration of Geographic Information Systems; up to two years of additional (full-time equivalent) paid professional experience may be substituted for educational requirements on a year-for-year basis. B. Education equivalent to a two-year degree in Geography, Computer Science, Engineering, Business Administration, Mathematics or a related field

(proof required)* -AND- a minimum of three years of full-time equivalent paid professional experience as a Geographic Information System Technician, Engineering Technician, or Senior Engineering Technician with the City of Long Beach with at least two years (full-time equivalent) paid professional experience in the use of the Geographic Information System; up to one year of additional full-time equivalent paid professional experience may be substituted for one year of the educational requirement. C. Neither Option A or B. I currently do not meet the criteria in Option A or B.

Picture (Metafile) A.

Picture (Metafile) B.

Picture (Metafile) C.

* 3. EDUCATION Please check all that are applicable to you. I possess the following degree(s)...

Picture (Metafile) None

Picture (Metafile) Associate of Arts/Science or Equivalent Picture (Metafile)

Bachelor of Arts/Science Picture (Metafile) Master of Arts/Science

Picture (Metafile) Doctorate

* 4. EXPERIENCE Please check the appropriate box which closely describes the total amount of time you spent doing the following: I have full-time (equivalent) professional personnel or administrative experience in the use and administration of Geographic Information Systems...

Picture (Metafile) None

Picture (Metafile) 0-12 months

Picture (Metafile) 1-2 years

Picture (Metafile) 2-3 years

Picture (Metafile) 4-5 years

Picture (Metafile) More than 5 years

5. SECTION II - DESIRABLE QUALIFICATIONS PLEASE INDICATE IF YOU HAVE EXPERIENCE IN THE AREAS LISTED BELOW. Please select yes or no. Experience designing and programming GIS applications using ARC Server software and products.

Picture (Metafile)Yes Picture (Metafile)No

6. Experience designing and programming GIS applications with Bentley products including Map and Microstation.

Picture (Metafile)Yes Picture (Metafile)No

7. Experience designing and programming GIS applications using AutoDesk software and products.

Picture (Metafile)Yes Picture (Metafile)No

* 8. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment, I may be contingent upon successful completion of a security investigation. Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 19, 2009 via email civilservice@longbeach.gov or fax to (562) 570-5293. Candidates who possess degrees from colleges or universities from outside the United States MUST attach proof of educational equivalency.

Picture (Metafile)Yes Picture (Metafile)No